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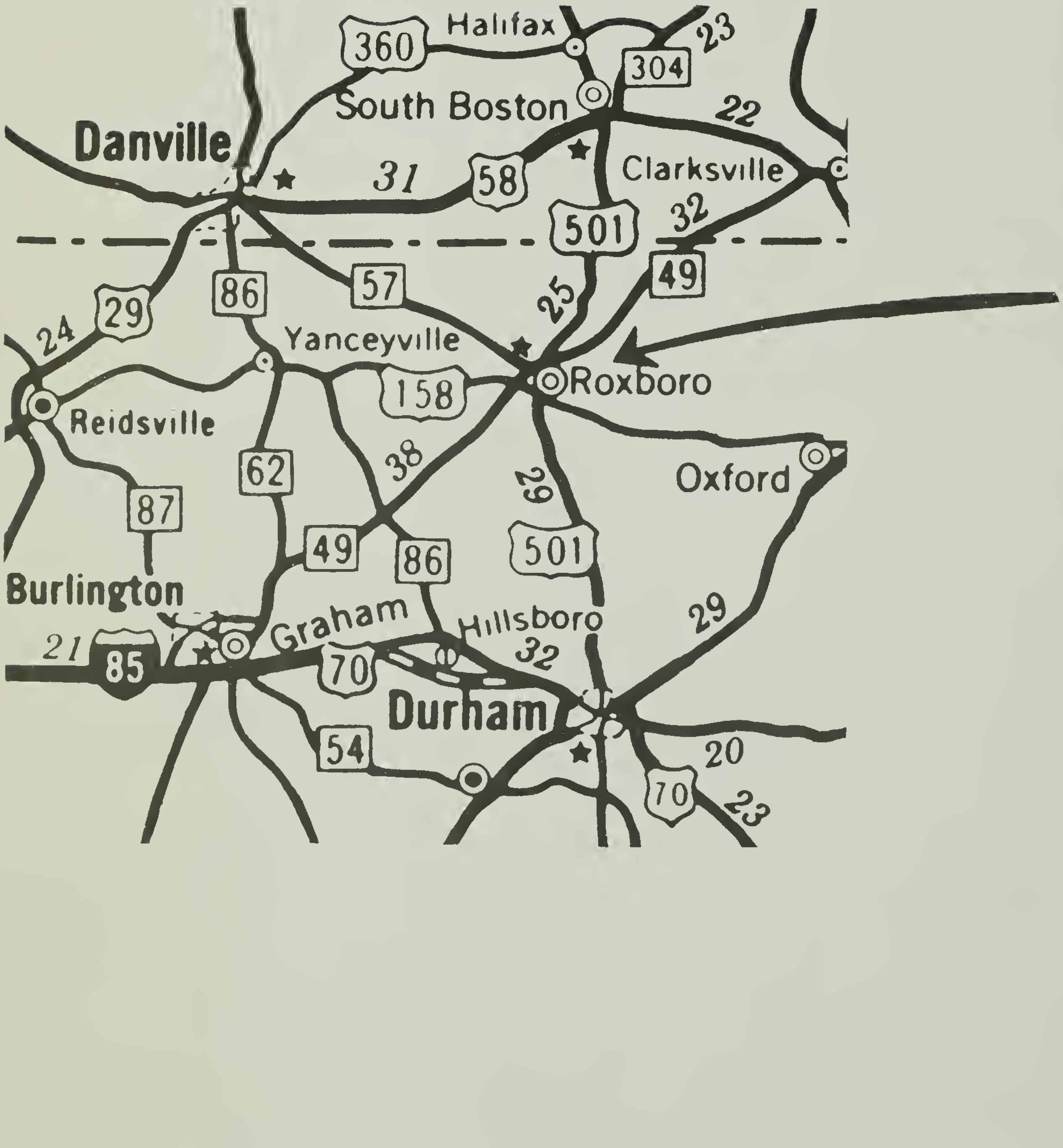
PIEDMONT TECHNICAL INSTITUTE



PIEDMONT
TECHNICAL
INSTITUTE

Piedmont Technical Institute Is An Equal Opportunity Employer.

PIEDMONT
TECHNICAL
INSTITUTE

A New World
Through Understanding

GENERAL CATALOG

1975–76

Candidate for Accreditation
by
Southern Association of Colleges and Schools
Roxboro, North Carolina

1970

A New World
Through Understanding

PIEDMONT TECHNICAL INSTITUTE

SERVING PERSON COUNTY &
NORTH CAROLINA FOR FOUR YEARS

Piedmont Technical Institute issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fee, etc., necessary.

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A MESSAGE FROM DR. EDWARD W. COX, PRESIDENT

Piedmont Technical Institute is a young and dynamic higher-education institution geared to meet the training needs of the people of Person and surrounding counties and the growing industrial and business community. The institution is concerned with the development of the individual for a useful and productive life. This position implies a deep and abiding faith in the worth and dignity of the individual student as the most important component of the institution. All students willing to learn should be given the opportunity.

The Board of Trustees, in an effort to provide the facilities to allow maximum opportunities for our students to develop new skills, has purchased, with local fund appropriated by the Person County Board of Commissioners, an 170-acre tract of land as a permanent site for our new campus. At the same time these permanent facilities serve our students' educational needs, they will serve to meet the other academic, cultural, recreational, and civic-center needs of other citizens of this area. Many of our students, and every member of our faculty and staff, have participated in the planning of these new facilities. We also need the continuing support of our local citizens, alumni and students.

We at Piedmont Technical Institute are proud of our instructional programs. It is our dedication to the students and the vision of tomorrow that makes us look to you for its success.

The future of this developing institution rests with the people whom it serves and who support it. Let us seek together a plan that will unite us toward the recognition of Piedmont Tech and its educational, economic, social and cultural value to the citizenry of Roxboro, Person County, and area regions.

PIEDMONT TECHNICAL INSTITUTE

SCHOOL CALENDAR
1975–76

FALL QUARTER

Labor Day Holiday	September 1, 1975
Faculty Development Days	September 2, 3, 4, 1975
Registration and Orientation	September 4, 1975
Classes Begin	September 5, 1975
End of All Quarter	November 20, 1975
Thanksgiving Holidays	November 27, 28, 1975

WINTER QUARTER

Faculty Development Days	December 1, 2, 3, 1975
Registration and Orientation	December 3, 1975
Classes Begin	December 4, 1975
Christmas Holidays begin at the Close of Classes	December 19, 1975
Classes Resume	January 5, 1976
End of Winter Quarter	March 3, 1976

SPRING QUARTER

Faculty Development Days	March 8, 9, 1976
Registration and Orientation	March 9, 1976
Classes Begin	March 10, 1976
Easter Holidays begin at the Close of Classes	April 14, 1976
Classes Resume	April 20, 1976
End of Spring Quarter	May 28, 1976
Graduation	May 30, 1976

SUMMER QUARTER

First Minimester

Registration and Orientation	June 2, 1976
Classes Begin	June 3, 1976
End of First Session	July 2, 1976

Second Minimester

Registration and Orientation	July 7, 1976
Classes Begin	July 8, 1976
End of Session	August 6, 1976

University of North Carolina at Greensboro

Academic Calendar 1975–76

Fall Semester, 1975

Aug. 17, Sun., 9 a.m. - 4 p.m.	Residence halls open. Chancellors convocation for all new students.
Aug. 18, Mon.	Orientation for freshmen and transfers begins.
Aug. 19, Tues.	Advising of freshmen and transfers.
Aug. 21, Thurs., 9 a.m. - 4:30 p.m.	Registration for transfer students and completion of registration for sophmores, juniors, and seniors.
Aug. 22, Fri., 9 a.m. - 4 p.m.	Registration of Freshmen.
Aug. 23, Sat., 8:30 a.m. - 12:30 p.m.	Advising and registration for graduate students.
Aug. 25, Mon., 8 a.m.	Instruction begins.
Aug. 25, Mon., 9 a.m. - 4 p.m.	Late registration, late fee payable.
Sept. 1, Mon.	Labor Day Holiday. Classes dismissed.
Sept. 2, Tues.	Last day to change courses or course sections. An undergraduate student may add a course after this time with the approval of the Dean of Academic Advising and the instructor of the course. Unusual circumstances for adding a course must be demonstrated.
Sept. 8, Mon.	Last day to drop a course(s) and be entitled to a refund on tuition and fees.
Sept. 22, Mon.	Last day to drop courses without penalty. At any time prior to Reading Day during the semester a student may elect to drop a course. If the instructor reports that the student is not failing, the student may drop the course without penalty.
Sept. 22, Mon.	Last day for undergraduates to request Pass/Not Pass evaluation.
Oct. 5, Sun.	Founders Day
Oct. 6 Mon.	Last day for undergraduates to remove incomplete grades.
Oct. 6, Mon.	Six weeks unsatisfactory progress reports due in the Registrar's Office.
Oct. 10, Fri., 6 p.m.	Instruction ends for Fall Semester break.
Oct 15, Wed., 8 a.m.	Classes resume.
Nov. 10–14, Mon.–Fri.	Preregistration for continuing students for Spring Semester.
Nov. 26, Wed., 1 p.m.	Instruction ends for Thanksgiving Holidays.
Dec. 1, Mon., 8 a.m.	Classes resume.
Dec. 11, Thurs.	Reading Day.
Dec. 12–19, Fri.–Fri.	Final Examinations
Dec. 19, Fri.	End of Fall Semester.

Spring Semester, 1976

Jan. 9, Fri., 9 a.m. - 4:30 p.m.	Completion of registration for Spring Semester for undergraduate students.
Jan. 10, Sat., 8:30 a.m. - 12:30 p.m.	Advising and registration for graduate students.
Jan. 12, Mon., 8 a.m.	Classes begin for Spring Semester.
Jan. 12, Mon., 9 a.m. - 4 p.m.	Late registration, late fee payable.
Jan. 19, Mon.	Last day to change courses or course sections. An undergraduate student may add a course after this time with the approval of the Dean of Academic Advising and the instructor of the course. Unusual circumstances for adding a course must be demonstrated.

Jan. 26, Mon.	Last day to drop a course(s) and be entitled to a refund on tuition and fees.
Feb. 9, Mon.	Last day to drop courses without penalty. At any time prior to Reading Day during the semester a student may elect to drop a course. If the instructor reports that the student is not failing, the student may drop the course without penalty.
Feb. 9, Mon.	Last day for undergraduates to request Pass/Not Pass evaluation.
Feb. 23, Mon.	Last day for undergraduates to remove incomplete grades.
Feb. 23, Mon.	Six weeks unsatisfactory progress reports are due in the Registrar's Office.
Mar. 1, Mon.	Last day for undergraduate students to apply for student teaching during 1976–1977.
Mar. 6, Sat., 1 p.m.	Instruction ends for Spring Holidays
Mar. 15, Mon., 8 a.m.	Classes resume.
Apr. 5 - 9, Mon. - Fri.	Preregistration for continuing students for fall semester.
Apr. 29, Thurs.	Reading Day.
Apr. 30 - May 7, Fri. - Fri.	Final Examinations
May 8 - 9, Sat. - Sun.	Commencement activities.

CORRESPONDENCE DIRECTORY

FOR PROMPT HANDLING OF CORRESPONDENCE, PLEASE ADDRESS INQUIRES AS INDICATED BELOW:

General Information	Office of the President
Business Matters	Office of the Director of Business Services
Admissions, Student Information and Counseling Services	Office of the Dean of Student Services
Technical–Vocational Programs	Office of the Dean of Instruction
Evening Programs	Office of the Director of Evening Programs
Adult Continuing Education	Office of the Dean of Adult Continuing Education

Visitors are always welcome at Piedmont Technical Institute. The Administrative Offices are open Monday through Thursday from 8:00 a.m. to 10:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. Visitors desiring interviews with members of the staff are urged to make appointments in advance, when possible.

ORGANIZATION

DEPARTMENT OF COMMUNITY COLLEGES

Ben E. Fountain, Jr.	President

BOARD OF TRUSTEES

Gordon P. Allen	Chairman
R. D. Bumpass	Vice–Chairman
Edward W. Cox	Secretary

Appointed by Commissioners of Person County	**Expiration of Term**
R. D. Bumpass	June 30, 1975
W. H. Green	June 30, 1977
J. Henderson Munday	June 30, 1980
Harry Phipps	June 30, 1981

Appointed by Person County Board of Education	**Expiration of Term**
Gordon P. Allen	June 30, 1981
Smith N. Knight	June 30, 1975
Leon Long	June 30, 1980
David W. Rogers	June 30, 1977

Appointed by Governor of North Carolina	**Expiration of Term**
D'Arcy Bradsher	June 30,1979
Henry Eily	June 30, 1975
Joseph K. Balak, Sr.	June 30, 1981
Neal F. Rattican	June 30, 1977

ADMINISTRATION

Edward W. Cox . . . . President
A. B. – University of North Carolina, Chapel Hill
M. A. – Western Carolina University
Ed. S. – East Carolina University
Ed. D. – University of North Carolina, Greensboro

George M. Barber . . . . Dean, Instruction
A. B. – Atlantic Christian College
M. Ed. – University of Florida
Ed. D. – North Carolina State University

Calvin F. Beck . . . . Area Fire Consultant

Myrtis N. Bradsher . . . . Instructor/Counselor, Human Resource Development Program
B.A. – A & T State University

J. L. Capehart . . . . Dean, Student Services
B. A. – East Carolina University
M.A. – East Carolina University
Ph. D. – University of North Carolina, Chapel Hill

Thomas E. Carden . . . . Director, Evening Programs
B. S. – University of Tennessee
M. A. – Appalachian State University

Charles E. Daniels . . . . Coordinator, Div. of Human Affairs, Commerce, & Management
B. S. – North Carolina State University
Master's Program Work – North Carolina State University

Fred B. Duncan . . . . Director, Institutional Advancement
A. B. – Catawba College
M. A. – East Carolina University
Doctoral Candidate – University of Virginia

Jackson T. Elliott . . . . Director, Occupational Extension
A. A. S. – Catawba Valley Technical Institute
B. T. – Appalachian State University

Anne G. Gibson . . . . .Coordinator, Learning Lab
A. A. – Suffolk County Community College
B. S. – Southern Illinois University
Additional Studies – Bennett College
Master's Program Work – University of North Carolina, Chapel Hill

James B. Giles . . . . Director, Business Services
B. S. – Campbell College
Additional Studies – North Carolina State University

Dossie M. Goods. . . . . Home–School Social Worker
B.A. – N. C. Central University, Durham, N. C.
Advanced Studies – N. C. Central University, Durham, N. C.

Floyd A. Greenwood . . . Instructor/Recruiter, Human Resource Development Program
B. A. – Fayetteville State University

David J. Hall . . . . Coordinator, Veterans Services
B. S. – Western Carolina University
M. Ed. – Southern Baptist Theological Seminary
Doctoral Candidate – University of North Carolina, Chapel Hill

James S. Healy . . . . .Veterans Representative
B. A. – Mars Hill College
M. A. – University of Maine

Danny K. Hutchison . . . . Coordinator, Learning Lab
B. A. – Memphis State University
Master's Program Work – University of North Carolina, Chapel Hill

H. Daniel Lea . . . . Counselor
B. A. – North Carolina Wesleyan College
M. Ed. – University of North Carolina, Chapel Hill

Stephanie R. Lea . . . . Librarian
B. A. – St. John's University
M. A. – University of North Carolina, Chapel Hill

C. Neill McLeod . . . . Dean, Adult Continuing Education
B. A. – University of North Carolina, Greensboro
M. S. – North Carolina State University
Ed. D. – North Carolina State University

M. Paige Oakley . . . . Registrar
Chowan College

William A. Ross . . . . Coordinator, Div. of Applied Arts, Science, & Technology
B. S. – North Carolina State University
Additional Studies – North Carolina State University

Philip L. Sieck . . . . Coordinator, Human Resource Development Program
B. A. – Randolph–Macon College
M. Div. – Union Theological Seminary
Ed. S. – Appalachian State University

David H. Swanson . . . . Coordinator, Career Services
B. A. – Adelphi University
M. A. – Colgate University

Hugh E. Talley . , ... Director, ABE & Manpower Development Programs
B. S. – North Carolina Central University
M. A. – North Carolina Central University

Karen K. Thompson . . . . Director, Learning Resource Center
B. A. – Duke University
M.S.L.S. – University of North Carolina, Chapel Hill

Jack L. Wensauer . . . . Occupational Recruiter

James H. White . . . . Admissions Counselor
A. A. S. – Piedmont Technical Institute

FACULTY

Leona P. Aldridge . . . . Cosmetology
Alamance Beauty College
Additional Studies -University of South Carolina, Wake Forest University, and Bruno's School of Design (Canada)
Licensed Instructor, North Carolina State Board of Cosmetic Arts

Ervin L. Allen, Jr. . . . . Business Administration
B. S. – North Carolina Central University
Master's Program Work – North Carolina Central University

M. Tony Bledsoe . . . . Industrial Management
B. S. Atlantic Christian College
M. A. – Appalachian State University
Doctoral Program – University of North Carolina, Greensboro

Woodbridge C. Brown . . . . Industrial Management
B. S. – Iowa State University
M. S. – Forida State University
Advanced Work – Clemson Univeristy

David I. Buchman . . . . Mathematics/Science
B. S. – Clemson College
Additional Studies – Westfield State College

Shelby M. Bullock . . . . Extension Instructor/Nutrition
Atlantic Christian College

J. Alton Carver . . . . Taxidermy

Charles E. Daniels . . . . Industrial Management
B. S. – North Carolina State University
Master's Program Work – North Carolina State University

Geneva E. Dillard . . . . Cosmetology
DeShazor Beauty College
Additional Studies – North Carolina State University, North Carolina Central University, and Central Piedmont Community College, Licensed Instructor, North Carolina State Board of Cosmetic Arts

Anne G. Gibson . . . . Speech
A. A. – Suffolk County Community College
B. S. – Southern Illinois University
Additional Studies – Bennett College
Master's Program Work – University of North Carolina, Chapel Hill

William H. Gibson . . . . Criminal Justice–Law Enforcement
A. B. Wake Forest College
M. A. – Wake Forest College

John R. Gordy . . . . Correctional Guided Studies
B. S. – Pfeiffer College
M. Div. – Duke University

David C. Green . . . . Business Administration
B. A. – Wake Forest University
M. B. A. – George Washington University

G. William Haney . . . . Related Subjects
B. A. – Southern Illinois University
M. A. – Southern Illinois University
Doctoral Candidate – Ball State University

Bruce S. Hart . . . . Electrical Installation and Maintenance
Diploma – Beaufort Technical Institute

Glen D. Hunter . . . . English
A. A. – Young Harris College
A. B. – LaGrange College
M. A. – Auburn University

Charlie E. Jay . . . . Cook School
U. S. Army Cook School, Ft. Dix, New Jersey

T. Earle Johnson, Jr. . . . . Business Administration
B. S. – University of Alabama
M. B. A. – University of Alabama
Advanced Work – North Carolina State University and University of North Carolina, Chapel Hill

Percy L. Jones, Jr. . . . . Welding
Wiles Technical Institute
Steel's Welding School (Certified Instructor)

Gladys R. Lawson . . . . English
B. A. – North Carolina Central University
Master's Program Work – Tennessee State University

Chrysanthe E. Lazarides . . . . Extension Instructor/ABE and GED
B. S. – University of North Carolina, Chapel Hill

Diana E. Miller . . . . Secretarial Science/General Office Technology
B. S. – Appalachian State University
M. A. – Appalachian State University

John P. Mills, Jr. . . . . Correctional Guided Studies
B. A. – University of North Carolina, Charlotte

Wayne F. Mooneyham . . . . Heating & Air Conditioning
Williamson Service Sales Engineering School
Sails Service Management School
Lennox Training School
Licensed in Electrical Contracting, Master Plumbing, Wet Heating,
Air Conditioning and Warm Air Heating, Refrigeration

James C. Newbold . . . . Automotive Mechanics
Mars Hill College
Rockingham Community College
General Motors Institute of Technology

Phillip A. Reese . . . . Correctional Guided Studies
University of North Carolina, Greensboro

William A. Ross . . . . Mechanical Drafting
B. S. – North Carolina State University
Additional Studies – North Carolina State University

James B. Shaw . . . . Criminal Justice-Corrections & Juvenile Delinquency
A. B. – University of North Carolina, Chapel Hill
Additional Studies – University of North Carolina, Greensboro

Saundra A. Shoe . . . . Recreation Technology
B. C. A. – University of North Carolina, Charlotte

Curtis D. Smith . . . . Recreation Technology
B. A. – University of North Carolina, Wilmington
M. A. T. – University of North Carolina, Chapel Hill

Narasingarao Vegi . . . . Accounting
B. A. Andhra University, Waltair, India
M. A. AndraUniversity, Waltair, India
M. B. A. – Atlanta University

Osie W. Williams . . . . Welding
North Carolina State Master Plumber
Licensed Heating Contractor (Unlimited), State of North Carolina

ADMINISTRATIVE SUPPORT PERSONNEL

Kay Blackard	Secretary, Dean of Student Services
Trudi Boddie	Secretary, Dean of Adult Continuing Education
Jane Bradsher	Receptionist
Randy Brann	Maintenance Assistant
Betty Jean Clayton	Purchasing Agent
Rhonda Clayton	Library Assistant
Janice Crumpton	Secretary, Faculty
Betsy Daniel	Secretary, Human Resource Development/Faculty
Janice Day	Secretary, Veterans Affairs
Geneva Daye	Maid
Diane Dremel	Secretary, President
Patricia Fogleman	Secretary, Dean of Instruction
Betty Harrison	Secretary, Faculty/Management
Billy Holley	Maintenance Assistant
Chandler Kirk	Maintenance Supervisor
Joyce Murray	Secretary, Business Services
Deborah Moore	Secretary, Coordinator Governor's Highway Safety Program
Marion Oakley	Library Assistant
Nellie Pentecost	Audio-Visual Technician
Georgeanna Poole	Maid
Carol Jackson	Secretary, Director Institutional Advancement

Patricia Puryear	Duplications Technician
Linda Raper	Secretary, Business Services
Wanda Talley	Clerk-Typist, Registrar
Terry Rippy	Media Technician
Debbie Whitt	Accountant

PIEDMONT TECHNICAL INSTITUTE PHILOSOPHY

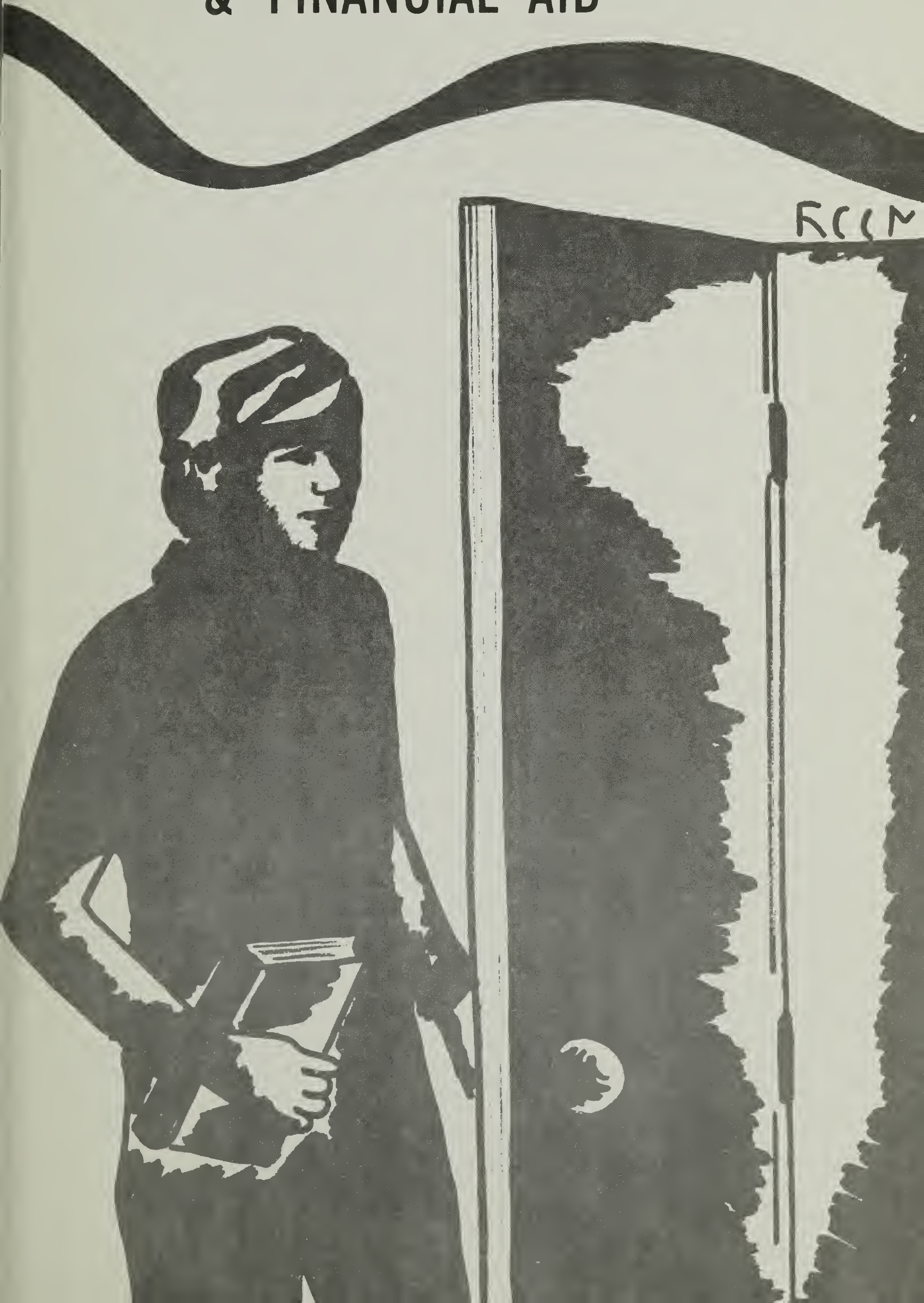
Piedmont Technical Institute belongs to the people whom it serves and who support it. The institution is responsive to individual and collective needs of the community. The basic purpose of Piedmont Technical Institute is to offer comprehensive programs that will help meet the educational needs of the people by preparing them for fuller participation and involvement in their society. Piedmont Technical Institute will serve as a stimulus for raising the levels of aspiration and accomplishment of the people in the community. The institution is a source of accomplishment of the people in the community. The institution is a source of service for the various activities and needs of the comminity and provides enrichment for the community by serving as a cultural center. Within this area of responsibility Piedmont Technical Institute is dedicated to the policy of providing educational opportunities that will permit the youth and adults of the area to enrich their lives and advance their careers to the limit of their desires and capabilities.

The institution is concerned with the development of the individual for a useful and productive life. This position implies a deep and abiding faith in the worth and dignity of the individual student as the most important component of the institution.

To implement this philosophy, Piedmont Technical Institute operates with an "open-door" policy. It is recognized that all students willing to learn should be given the opportunity. The institution will strive to provide for all students, meeting as fully as possible the needs of all with disadvantage to none. A variety of programs are planned and implemented to meet the diversity of needs presented by the students. A responsibility of the institution is to find appropriate, effective educational techniques to help each student determine realistic goals, discover his abilities and interests, and develop them to the fullest extent. Traditionally effective higher education instruction will be supplemented with new media and new methods - - individualized instruction, programmed learning, credit by examination, work-study programs, field work, cooperative education, planned advancement studies - - and future improvements not yet envisioned.

Piedmont Technical Institute believes that opportunities for higher education and training should be available to persons throughout their lifetime and not just immediately after high school. Opportunity for older students, women with children, workers, and so forth must be provided. Furthermore, we believe work and study should be mixed throughout a lifetime. Therefore, Piedmont Technical Institute will develop curriculums which combine academic and on-the-job, experiences." Moreover, the institution recognizes the needs and accepts the responsibility for its commitment to the community's needs. This orientation toward the community will be expressed in its development as an educational, recreational, civic, and cultural center available to the entire community.

ADMISSIONS, EXPENSES, & FINANCIAL AID



OBJECTIVES

Recognizing that its philosophy encourages the enrollment of people with differing abilities and objectives. Piedmont Technical Insitute will offer a wide variety of curriculums and courses. The objectives of the Institution are:

1. To provide a General Educational Program designed for those students who may not have a definite educational objective, but who may wish to take a program of studies which will allow flexibility in transferring to a senior institution or which will be of value to the general cultural development of the students;
2. To provide a variety of two-year programs and technical studies, the successful completion of which will afford the student the greatest opportunity to enter an occupation;
3. To provide a variety of one-year vocational trade programs which may be three or four quarters in length for those who desire to prepare themselves for entrance into new trades;
4. To provide a variety of programs and courses for those who desire to improve their competencies in their present occupations;
5. To provide a variety of programs and courses for those adults who desire personal fulfillment through adult continuing education;
6. To provide opportunities for those who desire to earn a high school diploma or equivalency;
7. To provide industrial pre-service and in-service training at a level beyond that which the public schools can present.

GENERAL INFORMATION

Accreditation

Piedmont Technical Institute is a member of the North Carolina Department of Community Colleges and offers programs approved by the State Board of Education. In addition, the Institute is a candidate for accreditation with the Southern Association of Colleges and Schools. Courses of study offered at the Institute have been approved for students eligible for assistance through the Veterans Administration, North Carolina Department of Vocational Rehabilitation, North Carolina Department of Social Services, the North Carolina Employment Security Commision, the Comprehensive Employment Training Act (CETA), and the U. S. Department of Health, Education, and Welfare (Social Security and Federal Financial Aid Programs.)

Piedmont Technical Institute holds full institutional membership in American Association of Community and Junior Colleges, Southern Association of Colleges and Schools, North Carolina Association of Jr. Colleges, the Southern Association of Jr. Colleges, North Carolina State Board of Cosmetic Arts, North Carolina Trustees Association, and Association of Community College Trustees.

ADMISSIONS

Admissions Requirements

Piedmont Technical Institute subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The Institute will admit all applicants who are 18 years old or older to some appropriate program. The Institute serves all students regardless of race, color, sex, creed, or national origin.

All Full-Time Students Must Meet the Following:

General Education-(College Transfer)

1. Be a high school graduate or the equivalent
2. Submit a completed application
3. Provide a transcript of previous education
4. Have a pre-admission interview with a counselor
5. Complete pre-admissions informational test battery

Two-Year Programs for Associate of Applied Science Degree

1. Be a high school graduate or the equivalent
2. Submit a completed application
3. Provide a transcript of previous education
4. Have a pre-admission interview with a counselor
5. Complete pre-admissions informational test battery

One-Year Program for Diploma and Certificate Programs

1. Be eighteen years of age or older and demonstrate the ability to profit from instruction
2. Be a high school graduate, have the equivalent (GED or Adult High School Diploma), or be school leavers who demonstrate readiness to enter the program through the pre-admissions informational test battery.
3. Submit completed application
4. Provide a transcript of previous education above the eighth grade
5. Have a pre-admission interview with a counselor
6. Complete a pre-admissions informational test battery

Admission of Out-of-State Students

Out-of-state students are admitted under the same regulations as North Carolina residents. Tuition and other specific details that apply to out-of-state students are stated in the section on fees and expenses.

ADULT CONTINUING EDUCATION

(Adult Basic, Adult High School, Adult Enrichment, Community Service, Human Resource Development – P.E.O.P.L.E., Occupational Extension)

The Open-door policy is observed regarding requirements for admission to Adult Continuing Education classes. Any person who is a high-school graduate or at least 18 years of age and not currently enrolled in a public school is eligible to enroll.

Additional Requirements – High School Program

1. To be admitted to the Adult High School Diploma Program, a person must be at least 18 years of age and should not have been enrolled in the public schools for the past six months. Upon receiving written recommendation from the local school superintendent, students between the ages of 16 and 18 who classify as students with special needs may be admitted to the Institute.

2. The entrance level of each students applying for admission to the Adult High School Diploma Progam shall be determined by:
   a. Applying the scores on any appropriate achievement battery approved under the National Defense Education Act, Title V (A) Testing, North Carolina, to the 50th percentile level for end-of-year norms to determine entrance level. Thus, an applicant with a percentile rank of 50 on English for eleventh grade end-of-year norms would be classified as a senior in English for course-of-study purposes, and so on for other subject fields.

   b. Providing a certified transcript from a state or regionally accrediated secondary school showing courses and years of work completed.

Special Admissions

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the Dean and the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

Visiting Students

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the Dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

Transfer Students

Piedmont Technical Institute will admit all student credit from an institution from within the North Carolina Community College System. Students whose credit earned at other institutes with a grade of "C" or better or the average grade of that institute will be accepted at Piedmont Technical Institute as long as the content of the courses being transferred are similar to the content of the courses offered at Piedmont Tech. The Dean of Student Services, however, may make substitutions where content is not similar but may achieve the same ends as the purpose of the curriculum in which the student is enrolled. A student who has 18 semester hours or 24 quarter hours of credit transferred from another institute does not need to take the pre-admission battery, however they must comply with all other admissions criteria. Final acceptance of transfer of credits lies with the Institute.

Advanced Placement

College Level Examination Program — Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

Service Experience — Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the U.S.A.F.I. Service School Educational Experiences in the Armed Services, published by the American Council of Education. Credit not to exceed three quarter hours is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the Institute.

Application for Readmission

Application for readmission is required of all students for whom one or more quarters (summer quarter excepted) have elapsed since their last enrollment and for graduates who plan to return in another program. The following items must be completed by the applicant for readmission:

1. Application for new program (if applicable)
2. Interview with counselor
3. Placement test (if not taken in original information battery)
4. Any other items currently required of new students that were not in the initial enrollment.

Catalog of Record

A student who is in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequent revised issue. Any student without a policy statement from the Board of Trustees and the President may be required to extend his program because of a curriculum change. A student who is not in continuous attendance must graduate under the provisions of the catalog on his last reentry date or a subsequent issue.

EXPENSES

Tuition (per quarter)

Technical – Vocational

Instate Tuition	**$33.00**
Fees (Part-time & Full-time	**3.00**
Total	**$36.00**

Out–of–State

Tuition	**$137.50**
Fees (Part-time & Full-time	**3.00**
Total	**$140.50**

Tuition is figured at a rate of $2.75 per credit hour not to exceed $33.00 for in state students and at a rate of $11.50 per credit hour for out of state students, not to exceed $137.50. For tuition purposes, a full-time student is one who is enrolled for 12 credit hours of more.

The residence status of any student is determined as of the time of his first enrollment.

To qualify for in-state tuition, a legal resident must have his home in North Carolina for a least twelve months prior to enrollment. The legal residence of a minor is that of his parents, surviving parent, or legal guardian. No person loses in-state resident status by serving in the Armed Forces outside of the state of North Carolina.

Any student in doubt concerning his residence status must bear the responsibility for securing a ruling by stating his case in writing to the Dean of Student Services. The student whose residence status changes, has the responsibility of informing the Dean of Student Services immediately. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action. Note: Tuition is set by State Board of Policy and subject to change without notice.

Payment of Fees

1. Tuition and fees for each quarter are payable on registration day.
2. A student is not eligible for re-registration who has an outstanding balance due the school (bookstore, or library). This includes dues owed to any other Technical Institute or Community College System, if known.
3. No student who has an outstanding delinquent account will be allowed to graduate, receive a diploma or degree, or a Transcript of his record, not will any information concerning his permanent record be forwarded to any other source.

Refund Policy

Tuition refund for students shall not be made unless the student is, in the judgement of the Dean of Student Services, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (1)) calendar days after the first day of classes as published in the Institute's calendar. Tuition refunds will not be considered for amounts of five dollars ($5.00) or less, the exception being when a course or curriculum fails to materialize.

Veterans or war orphans receiving benefits under U. S. Code, Title 38, chapter 33 and 35, may be refunded the pro-rate portion of the tuition fee not used at the time of withdrawal. There will be no refund of special fees such as those charged for student activities.

When a Student, having paid the required tuition and fees for a quarter, dies during that quarter, (prior to or on the last day of examinations of the institution), all tuition and fees for that quarter may be refunded to the estate of the deceased.

Special Fees

The nature of some programs may require additional supplies, materials, etc. The following programs have such needs.

Cosmetology

Cosmetology students are required to buy white uniforms, shoes and a Cosmetology kit. The cost will be approximately $65.00.

Other Expenses

Audit Fee

Students who audit courses will pay a tuition rate of $2.75 per credit hours.

Credit by Examination

No Fee is charged for credit by examination.

Graduation

Students who have applied for graduation must pay for their cap, gown, and diploma. These items must be paid for when application for graduation is processed. The fee for graduation is $10.50. This fee is subject to change without notice.

Insurance

Student insurance is recommended for every student enrolled in a curriculum program requiring shops, labs, or field work. For students enrolled in other programs, school insurance is also available.

Textbooks and Supplies

Students must purchase textbooks and other necessary supplies for his or her program of study. The Institute has a bookstore in which these items may be purchased. The prices of books and supplies will vary according to the different programs of study.

Transcript Fee

The Registrar's Office will prepare one official transcript without charge to the student. Any additional transcripts requested by the student will be $1.00 per copy.

Student Activity Fee

All full-time and part-time students will pay a Student Activity Fee of $3.00 each quarter on the day of registration. This fee covers activities held through out the year for students.

Late Registration Fee

A $5.00 late registration fee will be charged for 2–year technical students who fail to register after the first two school days following registration day. The late fee will be charged during the 1st two calendar weeks of each quarter. No 2–year technical student can be enrolled after the 2–week calendar period. Registration is not complete until all fees are paid.

FINANCIAL AID

The purpose of this program is to provide financial assistance to any student who would be unable to enter or remain at Piedmont Technical Institute without such assistance.

1. Applicant must be a high school

Eligibility for Financial Aid (Veterans see page 26.)

1. Applicant must be a high school graduate or recognized equivalent.
2. Applicant must have made application for the Basic Educational Opportunity Grant.
3. Applicant must be enrolled in or accepted to a full-time curriculum program.
4. Applicant must demonstrate a financial need as determined by the financial aid office.

Procedures for making financial aid application

1. Obtain a Basic Educational Opportunity Grant (BEOG) application from any high school guidance office, college financial aid office or post office.
2. Complete the BEOG application and mail it in its attached envelope. In approximately six weeks you will receive back a BEOG Eligibility Index which will be used to determine a BEOG award.
3. Obtain a financial aid application from the financial aid office.
4. Complete the financial aid application.
5. Return the financial aid application and turn in the BEOG Eligibility Index to the financial aid office.
6. The financial aid office will determine the BEOG award and evaluate the financial aid application and discuss the results with the student.

Deadlines for receiving financial aid application

As a general rule applications, in order to be considered for financial aid, must be received by the following dates:

Fall Quarter	July 1
Winter Quarter	November 1
Spring Quarter	February 1
Summer Quarter	May 1

Student Financial Aid Programs––

Basic Educational Opportunity Grant
Supplementary Educational Opportunity Grant
College Work Study Program
Vocational Work–Study Program
North Carolina Insured Student Loan Program–College Foundation Inc.
James E. and Mary Z. Bryan Foundation Loan Inc.
Vocational Rehabilitation Grants
Surviver's Educational Benefits under Social Security
Veterans and War Orphans Grants

Veterans Benefits

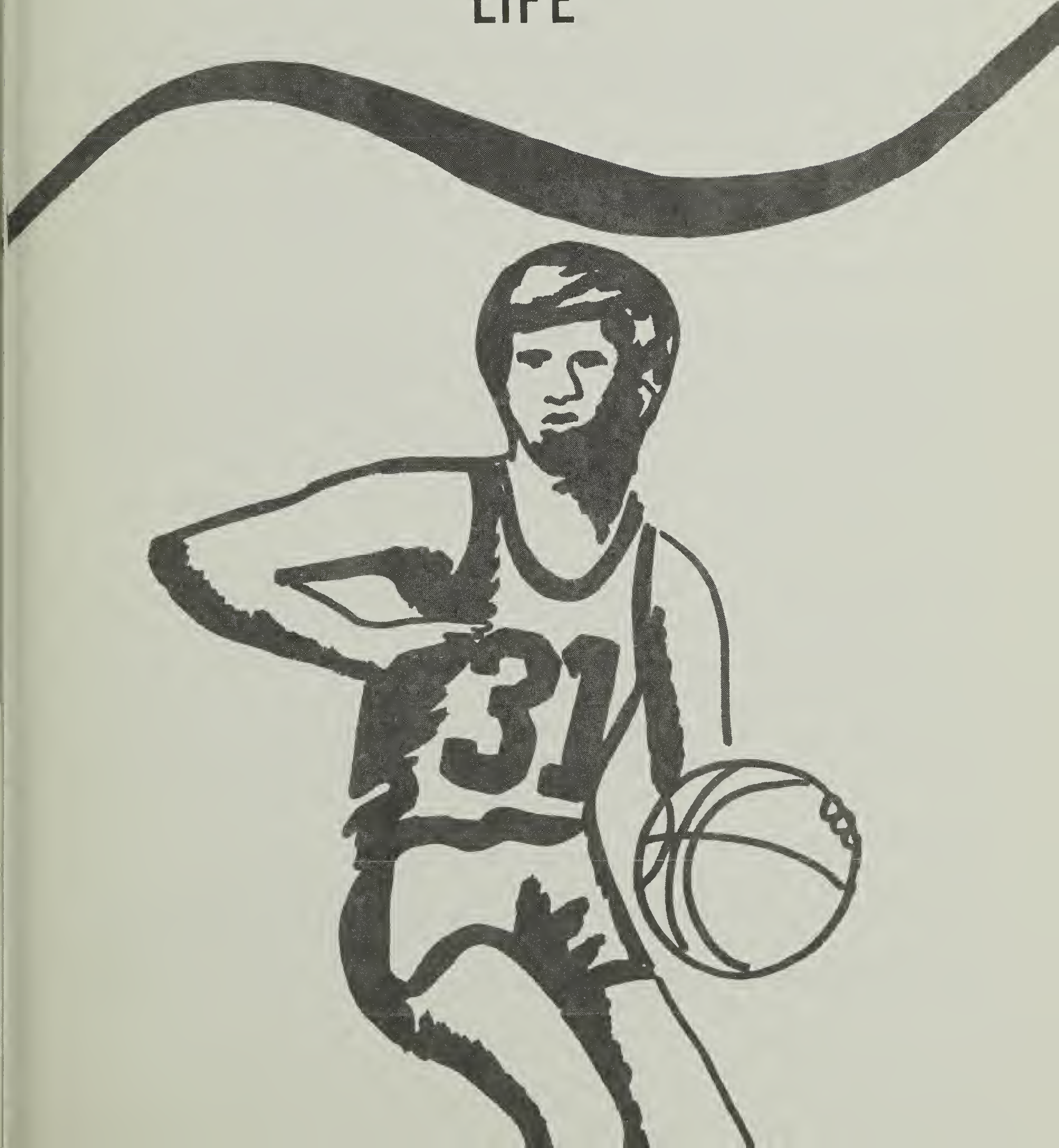
All curriculum programs offered by Piedmont Technical Institute are approved for training of Veterans under U. S. Code, Title 38, Chapters 33, 34, and 35. These provisions cover veterans and wives and children of certain veterans who were killed, disabled or were prisoner of war or missing in action. Those veterans who were discharged between February 1955, and June 1966, have until May 31, 1976 to receive training under the V. A. laws. Those Veterans discharged after June, 1966, have ten years from the date of their discharge to receive training under the V. A. laws.

Persons eligible for benefits under these provisions should contact the Office of Veterans Affairs at Piedmont Technical Institute. Additional information for Veterans will be available in Guidelines for Veterans.

Cooperative Education

A major effort at Piedmont Technical Institute is initiating cooperative education programs in the various curriculum areas within the Institute. Cooperative education is a combination of a classroom instruction and supervised work experience. In this program, students earn credit for approved on-the-job work experience coordinated with the student's educational or curriculum goals. This is accomplished under an agreement among the school, the employer, and the student that allows learning objectives to be identified in order to use his on-the-job experience as a part of his total educational program. For further information on Cooperative Education, see Page 41.

STUDENT
LIFE



Student Responsibility

Piedmont Technical Institute is an institution of adult education. Students should expect to be treated as adults. Likewise, students are expected to act as responsible adults.

It is expected that at all times the student will conduct himself as any responsible adult in a public place. Therefore, such acts as stealing, cheating, gambling, using profane language, engaging in personal combat, destroying school property, and possessing dangerous weapons, alcoholic beverages,or narcotics on campus cannot be tolerated. Any violation of the regulation concerning alcohol and/or narcotics may result in expulsion from the Institute. Also, a student may be dismissed from a class or from the Institute for conduct or personal habits which are not in the best interests of the student and of the institution.

Class attendance is necessary for the instructor to be aware of student progress or problems. Instructors should be notified of an absence. The instructor has the perogative to judge an absence excused or unexcused. An abundance of unexcused absences may result in the student being withdrawn from the course.

Students are expected to meet all financial obligations to the Institute.

Learning Resource Center

The Learning Resource Center is more than a new name for the old library. It is a new name for a new concept. The LRC serves as a clearinghouse for all types of learning resources: books, periodicals, films, filmstrips, filmloops, slides, recordings, etc. But perhaps our most important resource is people. The LRC staff are trained to assist you in locating and using materials that will most benefit your students. The LRC is open from 8 a. m. to 10 p. m. Monday through Thursday and 8 a. m. to 5 p. m. Friday.

In the learning center, students may prepare themselves for the high school equivalency examination, improve skills used in their jobs, gain educational improvement in subjects of their own choosing, or remedy academic deficiencies prior to entering one of the regular programs. There are more than forty-five courses available in programmed form. Students may attend at times convenient to them and stay as long as they like. Instructors may assign curriculum students through the registrar's office to learning center for special assignments.

Health Services and Insurance

The entering student is required to furnish a health questionnaire. This record becomes a part of the student's permanent record. A health insurance policy is available through the Office of Student Services.

In case of needs arising from minor accidents, first aid supplies are available through the office of the dean of student personnel. Also, emergency first aid kits are located in shops and labs where accidents are most likely to occur.

Counseling and Testing

Counseling services are provided by trained personnel. These services are available to every curriculum student from pre-admission through graduation. Counseling services are also available to evening students. There is no charge for these services.

Students may come to the counselor's office at any time when a problem arises which could affect his progress in school. Faculty members are asked to encourage students to use this service. The counselor will try to have at least one conference per year with each student.

Tests are administered by the counselors on a group or individual basis for admission, placement, and personal problem solving (interest inventories or personal interviews). Test results are available and are interpreted by the counselors at the request of faculty members or students.

Every student is required to see a counselor in assisting the student with specific course planning and registration.

Orientation

Orientation for new students at Piedmont Tech is accomplished through informational materials, such as the Student Handbook, through formal introductions in student body assemblies; and most importantly through informal contacts with the students by the student services staff and faculty.

Student Organizations

All student organizations must be approved by the SGA, the president of the Institute, and the Board of Trustees. If an organization proves unnecessary or undesirable, the SGA may eliminate it by revoking organizations:
STUDENT GOVERNMENT ASSOCIATION - The Student Government Association serves to promote interest in student affairs on and off campus. Recommendations from the SGA may be made directly to the administration. Faculty advisors to the SGA serve as intermediaries for the relaying to the administration other worthwhile student suggestions.

The legislature of the SGA is composed of elected representatives from each section of the curriculum programs. Officers of the SGA are elected by vote of the student body. The legislature meets on regularly scheduled dates.

Copies of the SGA Constitution may be obtained from the student personnel office.

Publications

A student handbook, issued at orientation, is prepared by the Student Services Office, with the aid of interested faculty, staff, and Student Council Members. The handbook is a guide for students in acquainting them with practices and procedures of the Institute. Copies are on hand at all times in the Student Services Office.

Guidelines for Veterans is prepared by the Office of Veterans Affairs to assist veterans. It will be distributed to veterans and will include the lastest in veteran regulations.

The annual will be prepared under the direction of Student Services by interested staff, faculty, and students. Students interested in being on the annual staff should contact Student Services.

A student newspaper is planned under the Supervision of Student Services and sponsored by interested faculty and students.

Social and Cultural Activities

The Student Government Association may sponsor other activities such as socials, dances, films, speakers, and related activities that are of interest to the students and community. When such occasions arise, students are notified in advance and are encouraged to participate.

Athletics

Piedmont Technical provides opportunity for students to participate in both intra and extra mural athletic activities. Teams for competition in the local collegiate athletic conference will be fielded in golf, tennis, volleyball, and softball. Intramural activities will be varied and based upon results obtained from student surveys.

Housing

Piedmont Technical Institute does not operate dormitory facilities, nor does it assume responsibility for housing. Upon request Student Services personnel will assist students in locating adequate housing in the vicinity. The institute does not accept responsibility for student conduct or activities off the school campus, except for school sponsored activities.

Traffic Regulations

All students at Piedmont Technical Institute have been issued parking stickers. These stickers should be placed in the lower right hand corner of the windshield. These stickers will identify students automobiles and will prevent these automobiles from being towed from parking facilities used or leased by Piedmont Technical Institute.

Day students should park in the lot beside Roxboro Savings and Loan or in the space provided at the respective training centers. Evening students going to class at Person Senior High School should park properly in the marked off spaces of the South parking lot. The spaces in front of the school and in other lots are not to be used. If the parking lot is full students must not park on the grass or in other than the designated lot. Park on the street. Failure to do so will result in the towing of the offending vehicle.

JOB PLACEMENT

The job placement function at Piedmont Tech falls into two areas; temporary part time employment for students, graduates and friends of the school and full-time employment for our alumni in their various curriculum areas.

The part-time function is accomplished on an informal basis via a job placement bulletin board, which is located in the Learning Resources Laboratory. Potential part-time employers and employees use this board to list jobs and skills. It is hoped that this service will open up a variety of work experiences for individuals looking for temporary positions.

The full-time job placement function is designed to help students to locate full-time career opportunities. Contact is maintained with various employers both in and out of Person County and on-campus recruiting is encouraged. Lists of graduates in each curriculum are published and distributed to potential employers at the end of each quarter, and a Career Opportunities Reference Library is maintained in the Placement Office for the use of students, graduates and friends.

ACADEMIC REGULATIONS

Academic Regulations

Quarter System

Piedmont Technical Institute operates on the quarter system. The Fall, Winter, Spring, and Summer Quarters are 11 weeks in length. The institution may choose to divide the Summer Quarter into two 5 ½ week sessions for some programs. The college is in session 5 days a week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times and hours a class meets each week is determined by the number of quarter hours credit.

Quarter hour credit is awarded as follows:

1 class hour = 1 credit hour
2 lab hours = 1 credit hour
3 shop hours = 1 credit hour

Registration

All students are required to register on registration day as indicated in the School Calendar. Two year, Technical students cannot register after the 2–week calendar period. One year, Vocational students may enroll any time during the quarter, unless the instructor in that area of study feels it is too late for the student to enroll to finish the course and will not be taught the following quarter.

Students attending classes for which they are not officially registered will be considered audit students and will receive neither grade nor quarter hour credit for the course.

(a) Pre–registration

All students are strongly urged to pre-register each quarter with the counselors. A time will be set aside each quarter for this procedure. Pre-registration avoids standing in line on registration day and gives the student a chance to prepare for the next quarter, and gives the institution the data needed for proper scheduling and hiring of instructors. No tuition money will be accepted at this time.

Change of Schedule

A student wishing to change his or her class schedule after registration may be made only with the approval of a counselor, the Dean of Student Services, and the Office of the Registrar.

Classes cannot be added or dropped after registration, which would be 5 calendar school days from the beginning date of the quarter. Any student wishing to drop-add must complete the drop-add procedure (PTI No. 18 revised 5-1-74) at this time. This process must be officially processed through the Business Office and the Office of the Registrar.

Course Load

A normal student load is 17–18 credit hours. A student must register for 12 credit hours to be considered a full-time student. A normal maximum load is 21 credit hours. The student must receive written permission from the Dean of Instruction when registering for 21 or more credit hours in a quarter.

A student who has exceeded 2(I,b's) in one given quarter will be required to take a reduced academic load of only 2 courses unless a written approval is submitted from the Dean of Instruction.

Classification

A student is classified as a new student his first quarter. A student clasified as a returning freshman until 48 hours credit has been earned. Students who have earned 48 or more hours are classified as sophomores.

Attendance Policy

The institution places high priority on regular class attendance in that it is important to good scholarship and a student's responsibility. Absences caused by illness, an emergency, and authorized field trip, or off campus activity to represent the college, may be excused. Absence from class does not relieve the student of meeting all the requirements of the course.

Students who can anticipate absences should, if possible, contact their instructor prior to the absence. Should this be impossible, the student should see the instructor as soon after the absence as possible to explain his absence and make up work.

Students will be given a class ticket for each class registered for at Registration and they will present them to their instructors the first day of attendance. No student will be allowed to enter class without this ticket.

Students attending courses for which they are not officially and completely enrolled will receive neither grade or credit hour for the course. Most students fall into this category when they have not completed pre-registration nor formal course addition. Because a student is in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal, completed enrollment is based on the official class roster maintained by the Registrar's Office. Instructor's will receive a copy of the official roster within 10 days after the quarter and those students whose names are not on there are to be turned into the Office of the Registrar so that complete enrollment can be taken care of.

Students may be dropped from the class by his or her instructor for the following reasons:

(a) When a student misses 5 consecutive unexcused classes. A class is defined as a 50 minute instructional period with a ten minute break.

(b) When a student's academic progress is unsatisfactory due to lack of class attendance.

Absences will be excused at the discretion of the instructor.

Grading System

H = Honors: The student did substantial work beyond required objectives of the course.

P = Passing: The student has successfully mastered all objectives of the course.

Ia = Indicates that it is possible for that incomplete to be removed during the first two weeks in the following quarter. (Interim grades have to be turned into the Office of the Registrar by 5:00 PM on the 10th school day counting the 1st school day of that quarter.) If this is not done the student receives an Ib.

Ib = Indicates that the student will need to re-register for the entire course. This should be done the following quarter if the course is being taught.

D = Dropped: The student receives a grade of D if the instructor dropped him from the class or if the student himself completed dropping procedures.

W = Withdrawn: The student has officially withdrawn from school. The instructor was informed by the Registrar's Office.

Grade reports will be mailed to students as soon as they are processed at the end of each quarter.

Dean's List

All full-time technical and vocational students (12 hours or more) receiving 75% H Grades and all other Grades P during a quarter will be recognized on the Dean's List. A student with an "Incomplete" grade is not eligible for the Dean's List in the quarter the "Incomplete" is received.

The Dean's List is prepared by the Registrar's Office.

Satisfactory Academic Progress

The number of incompletes (Ib) per quarter should not exceed 2 or the student will be required to take a reduced academic load of only 2 courses.

The total number of incompletes should not reach an accumulative of 7, an excess of 7 or more will result in academic probation. Academic probation is defined as a student taking a reduced load of 2 courses or the student may seek a change of program with the approval of the Dean of Student Services.

Credit by Examination

Credit by examination may be allowed for a given course for a regularly enrolled student. This credit will be based on an examination under the direction of the Dean of Instruction. Hours credit will count toward graduation. Application for credit by examination must be processed in the Registrar's Office after receiving written permission from the Dean of Instruction.

Auditing Policy

Classes may be audited providing space is available. Priority will be given to regular credit students. Participation in class discussion and examination is at the option of the instructor. No credit by examination will be given for audit courses. An audit fee of $2.50 per credit hour must be paid.

Transcripts

The Registrar's Office will send one official transcript upon request of the student to the appropriate institution. Additional transcripts will be prepared at a cost of $1.00 per copy. No transcript will be released if the student has an outstanding account at the institution.

Requirements for Graduation

The Registrar reviews records for each graduate to determine that all qualifications have been met. Among items checked are (1.) required courses, (2) credit hours, and (3) financial obligations to the Institute.

(1). Application for graduation must be processed during the registration period of the candidate's last quarter of attendance. The fee must be paid at this time. The fee is non-refundable.

Applications for graduation have to be into the Registrar's Office and graduation fee paid six (6) weeks before graduation for the student to be assured of a cap, gown, and a diploma. All materials will be ordered after 12:00 noon on the Friday six weeks before graduation.

Adult High School graduates are required to make application on the day they finish their requirements and pay their graduation fee. Participation in graduation is required except when permission for graduation in absentia has been granted by the Director of the Learning Resource Center. Request for such permission must be made in writing 30 days prior to graduation.
(2). Meet all financial obligations to the institution, including the $10.50 graduation fee.
(3). Participation at graduation is required except when permission forgraduation in absentia has been granted by the Dean of Student Services. Request for such permission must be made in writing six (6) weeks prior to graduation.

Note: Graduation fee is subject to change without notice.

Withdrawal

Students withdrawing from any of all classes must contact the Office of the Registrar for the appropriate form and procedure for official withdrawal. Official withdrawal by the student protects the student's scholastic record and his right to re-enroll and to transfer credits to another school.

Class Schedule

All classes - full-time, part-time, and non-credit courses are scheduled between the hours of 8:00 a.m. and 11:00 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. Normally classes for full-time day students are scheduled between 8:00 a.m. and 4:00 p.m.

PROGRAMS OF STUDY

PREFACE

The section on Programs of Study describes curriculum, curricular, school cluster organization, competancy based approach instruction, cooperative education with two important programs of study--the General Education Program with College Transfer Agreement with UNC–Greensboro and other four-year institutions and the Correctional Guided Studies Program. Due to the uniqueness of these programs, the curricular and course description are listed separately from the two Divisions of the Institute, although these programs are supervised by the two institutional Divisions.

The Clustering Concept at Piedmont Technical Institute

In its quest to develop educationally sound policies and practices, Piedmont Technical Institute has been organized according to well-grounded career development practices. The Institution has adopted John L Holland's theory of career development to implement its organizational changes. Dr. Holland is the Director of the Center for the Study of the Organization of Schools at John Hopkins University, Baltimore, Maryland. Dr. Holland has developed a concept of occupational clusters which lends itself to rational career development.

Holland's theory has three basic assumptions. First, people can be classified into personality types. Second, environments in which people live can be characterized by their resemblance to one or more model environments. Finally, pairing of persons and environments leads to several outcomes that we can more nearly predict and understand from our knowledge of the personality types and the environmental models. These outcomes include (1) vocational choice, (2) job satisfaction and (3) achievement.

According to Holland, most persons can be categorized into one of six type orientations: realistic, investigative, social, conventional, enterprising, and artistic. Occupational environments and educational programs can also be categorized into six environmental-type orientations: realistic, investigative, artistic, social, conventional, and enterprising.

From Holland's occupational classification system, Piedmont Technical Institute has adopted this basic concept. This rationale has three basic advantages. First, occupational clusters give the student an opportunity to enter any occupational level and provide curriculum choice mobility. Second, clusters are composed of a mix of students, faculty, counselors, administrators, and staff to increase identity and unity of purpose within the learning environment. Lastly, operational administration is more effective because of closer communication with the student body and faculty of the Division.

As a result of considerable study of the clustering concept, Piedmont Technical Institute has collapsed the six occupational-type environments into two clusters and formed two divisions of the Institution.

Competency Based Curriculum Programs

The need for flexible, individualized curriculum programs which allow students to work at their own rates without fear of failure has lead to a new era for students at Piedmont Technical Institute. This new era centers around a gradual and methodical implementation of competency based education throughout all program areas within the institution.

With this type of curriculum each course centers around a set of competencies to be mastered by the student. Time and instructional strategies are varied to each student to demonstrate a satisfactory level of proficiency with each of the individual competencies required.

The implementation of competency based education insures that every student who enters Piedmont Technical Institute has the opportunity to become proficient in the area of study that he or she pursues before moving on to another academic of skills training level. Thus, failure by an individual tends to be eliminated, drop-outs from programs tend to be eliminated, students are helped to achieve success and Piedmont Technical Institute tends to become a truly "open door" institution rather than a "revolving door" institution.

Cooperative Education

A major effort at Piedmont Technical Institute is initiating cooperative education programs in the various curriculum areas within the Institute. Cooperative education is a combination of classroom instruction and supervised work experience. In this program, students earn credit for approved on-the-job work experience coordinated with the student's educational or curriculum goals. This is accomplished under an agreement among the school, the employer, and the student that allows learning objectives to be identified in order to use his on-the-job experience as a part of his total educational program.

Both day and evening students who are enrolled in a curriculum area offering a co-op program are eligible for enrollment. The following requirements govern the student's acceptance as a co-op student:

1. Co-op students must be recommended in writing by an instructor in their area of study.

2. Co-op students will be required to enroll in SOC 199 (The Student in Society) before the first quarter of Co-op work experience unless alternate arrangements are made with the Coordinator of Cooperative Education.

3. Final acceptance and continuation as a co-op student is determined by:
   a. Meeting regular admission requirements.
   b. Being personally interviewed by the Co-op coordinator.
   c. Being placed in a work situation with definite learning objectives which relate to the student's curriculum.
   d. Giving satisfactory performance both on the job and in the classroom.

COURSE OFFERINGS

	Hours: C	L	Cr.
SOC 199 The Student in Society	3	0	3

This course is an introduction to Cooperative Education and to the World of Work. It emphasizes procedures and techniques for getting a job; then keeping and growing in it.

Work Experience Courses

COE 101–108 Supervised Work Experience (for co-op students in Technical curriculum areas)
COE 1001–1004 Supervised Work Experience (for co-op students in Vocational curriculum areas)

Students placed or identified as co-op students in on-the-job work experiences will register for the appropriate courses (in sequence). Prior approval from the Co-op office is required. One (1) credit is awarded for each 110 hours on the job each quarter (10 hours per week) with a maximum of four (4) credits per quarter. A maximum of eight (8) credits are allowed toward graduation requirements. Additional credits (beyond 8 credit hours) appear on a student's transcript as a matter of record.

Calendar for Work Experience

Plan 1 – Alternating Quarters

Students attend school full-time and work full-time during alternating quarters. For example:

Fall – School
Winter – Work
Spring – School
Summer – Work

Students will be charged activities fee ($3.00) and tuition per credit hour ($2.75) per credit during the quarter they are working.

Plan 2 – Parallel Experience

A student may be placed on the job during a quarter when he or she is attending day classes. This is usually a part-time experience and would be scheduled so as not to interfere with the student's class schedule. For example:

Attend classes in the morning; work in the afternoon.

Students will be charged fees and tuition at the standard rate with the work experience considered a separate course with variable credit value.

Plan 3 – Extended Day Program

Students with family financial obligations often find it necessary to enroll in evening classes in order to keep a full-time job and necessary income. Often, it is possible to relate this student's work experience to his or her career goal of promotion or advancement, allowing him or her to earn co-op credit. These students are enrolled in the co-op program as extended day students. For example:

Student works first shift six (6) hours line employer then 2 hours as accounting trainee (co-op). In the evening, he attends school in our Accounting Curriculum in preparation for a career change.

Tuition and fee charges are similar to Plan 2.

GENERAL EDUCATION
(College Transfer Option)

INTRODUCTION

A cooperative program between Piedmont Technical Institute and the University of North Carolina at Greensboro is being negotiated and, subject to official approval, will begin in the fall of 1975. Through this program UNC–G extension -credit courses will be offered on the Piedmont Tech campus for students registered at Piedmont Tech.

PURPOSE

The two main objectives of this program are: to provide the student with a general education in the humanities and social science, and/or to provide the student with the freshman and sophomore level of course work leading to the four-year baccalaureate degree. Students enrolled in this program will be student at Piedmont Technical Institute. They will be pursuing selected first and second year level courses with the option to transfer to a four-year institution. Students may earn up to 64 hours credit, plus two hours of Physical Education.

Credits earned in this program are recorded on transcripts at UNC–G. Evaluation for transfer purposes will be made from these transcripts by the college or university to which the request for transfer is made. These courses are transferable to all four-year institutions which accept (extension course) credits from UNC–G. Up to 64 hours of these credits will be accepted toward a degree for students admitted to UNC–G itself.

ADMISSION PROCEDURES AND REQUIREMENTS

Admission procedures and requirements are found on page 19 of the admissions, expenses and financial aid section

GENERAL EDUCATION
(Associate in General Education)
An Example of Courses to Be Offered

FALL SEMESTER

			Hours Per Week Class	Lab	Semester Hours Credit
MAT	101	Developmental Math	3	0	3
ENG	101	English Composition	3	0	3
HEA	1010	Health	3	0	3
HIS	101	Modern European History	3	0	3
ENG	105	Approach to Fiction	3	0	3
ART	105	Introduction to Art	3	0	3
PE	161	Beginning Tennis	0	3	1
			18	3	19

SPRING SEMESTER

			Class	Lab	Semester Hours Credit
ENG	102	English Composition	3	0	3
HIS	102	Modern European History	3	0	3
MAT	110	Introduction to Mathematics I	3	0	3
ECO	211	Principles of Economics I	3	0	3
PSY	221	General Psychology	3	0	3
PE	266	Beginning Bowling	0	3	1
			15	3	16

FALL SEMESTER

			Class	Lab	Semester Hours Credit
ENG	211	English Literature	3	0	3
HIS	211	The United States	3	0	3
MAT	112	Introduction to Mathematics II	3	0	3
GEO	211	Physical Geography	3	2	3
FRH	101	Elementary French	3	0	3
PHI	111	Introduction to Philosophy	3	0	3
			18	2	18

SPRING SEMESTER

			Class	Lab	Semester Hours Credit
ENG	212	English Literature	3	0	3
HIS	212	The United States	3	0	3
GEO	212	Physical Geography	3	2	3
FRH	102	Elementary French	3	0	3
BIO	101	Principles of Biology	3	2	3
			15	4	15

COURSES OFFERED SUBJECT TO CHANGE BASED ON STUDENTS NEEDS AND INTEREST.

GENERAL EDUCATION COURSE DESCRIPTIONS

Hours Per Week Semester

Lecture Lab Cr. Hrs.

ART 105 **Introduction to Art** 3 0 3

Intensive analysis of selected monuments and artists.

BIO 101 **Principles of Biology** 3 2 3

Emphasis is placed on the philosophical basis of science, the material and cellular basis of life, ecological, principles, evolution by means of natural selection, and the diversity of living things.

ECO 211 **Principles of Economics I** 3 0 3

The nature of economics as a field of study and the general character of economic systems. Elements of supply, demand, and price determination. Determinations of national levels of income, employment, and prices, the nature of money and the bank system, the role of government and the effectiveness of macro-economic policies.

ENG 101 **English Composition** 3 0 3

A course designed to develop the student's ability to read with discrimination and to write effectively. First semester: practice in expository writing; the study of shorter works of fiction and essays. Second semester: continued practice in writing exposition; practice in the use of source materials; the study of poetry and plays.

ENG 102 **English Composition** 3 0 3

A course designed to develop the student's ability to read with discrimination and to write effectively. First semester: practice in expository writing; the study of shorter works of fiction and essays. Second semester: continued practice in writing exposition; practice in the use of source materials; the study of poetry and plays.

ENG 105 **Approach to Fiction** 3 0 3

Reading and analysis of representative American and English novels and short stories, including the contemporary; introduction to critical concepts and vocabulary useful in the study and evaluation of fiction.

ENG 211 **English Literature** 3 0 3

Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.

ENG 212 English Literature 3 0 3

Introduction to English literature. Emphasis on interpretation and intelligent appreciation of literary masterpieces.

FRENCH 101 Elementary French 3 0 3

Introduction to the French language with practice in listening, speaking, writing and reading. Supplementary instruction in the language laboratory.

FRENCH 102 Elementary French 3 0 3

Introduction to the French language with practice in listening, speaking, writing and reading. Supplementary instruction in the language laboratory.

GEO 211 Physical Geography 3 2 3

An introduction study of the earth's natural environment as it pertains to weather and climate (211); surface or terrain characteristics and their origin (212). Environmental problems involving land, water and atmosphere will also be considered. 212 may not be taken for credit along with 111.

GEO 212 Physical Geography 3 2 3

An introductory study of the earth's natural environment as it pertains to weather and climate (211); surface or terrain characteristics and their origin (212). Environmental problems involving land, water and atmosphere will also be considered. 212 may not be taken for credit along with 111.

HEA 101 Health 3 0 3

To promote better living in the present and future through an understanding of pertinent health needs of the individual and community. Emphasis on the development of values and insights as a basis for choices in meeting health problems. Primarily for freshmen. Health 101 (or 301 for upperclass students) required of all students seeking teacher certification. Elective for all others.

HIS 101 Modern European History 3 0 3

Since 1500, with backgrounds in ancient and medieval Europe.

HIS 102 Modern European History 3 0 3

Since 1500, with backgrounds in ancient and medieval Europe.

HIS 211 The United States 3 0 3

First semester: to 1865. Second Semester: since 1865.

HIS 212 The United States 3 0 3

First semester: to 1865. Second semester: since 1865.

***MAT 101 Developmental Math 3 0 3**

MAT 110 Introduction to Mathematics I 3 0 3
Trigonometric (circular) functions, indentities. Sets and numbers, inequalities permutations and combinations, mathematical induction, complex numbers, theory of equations, determinants, progressions.

MAT 112 Introduction to Mathematics II 3 0 3
Equations, exponential and logarithmic functions, triangles, coordinate systems, distances, lines in the plane, complex numbers.

PE 161 Beginning Tennis 0 3 1

PE 266 Physical Education 0 3 1

PHI 111 Introduction to Philosophy 3 0 3
Principal problems of philosophy, such as the problem of freedom, the arguments for the existence of God, the justification of moral judgments, and the sources and limits of human knowledge, are introduced through discussion and readings of tests of representative philosophers. Readings include classical and current philosophers.

PSY 221 General Psychology 3 0 3
A survey of the field of psychology, which includes the study of psychology as a science, the nervous system, growth and development sensory and perceptual processes, motivation, emotion, learning, personality (normal and pathological), statistics, testing, intelligence, and aptitudes and achievement. The student may not take both 221 and 223 for credit.

CORRECTIONAL GUIDED STUDIES PROGRAM

INTRODUCTION

This program is designed to better equip the inmate to live in society through a broader understanding of life and the world community, as well as to assist him in the technique of human relations and the mechanics of coping with ordinary and crisis situations.

PURPOSE

The inmate who successfully completes this program will be better equipped to function in his society. In order to bring this about, the program will primarily assist the inmate with psychological and sociological development and adjustment. It will also attempt to increase his insight and sense of perspective through study, counseling and guidance, as well as enhance his chances of academic success by preparing him for a program and/or career in which he can succeed.

The program also will prepare the student in such areas as basic language skills (oral and written), consumer mathematics, human relations, social sciences, applied psychology, personal development, physical fitness, and creative arts.

Upon completion of this program, the student will be more adequately prepared to:

1. Express himself and communicate his ideas to others effectively both orally and in writing.
2. Deal effectively with his personal finance.
3. Demonstrate an understanding of human relations in dealing with and getting along with other individuals.
4. Practice self-evaluation and attempt to carry out a program of self-improvement.
5. Demonstrate an awareness of family relationships-physiological, sociological and psychological.
6. Develop a perspective of current world issues.
7. Demonstrate an awareness of social issues.
8. Develop a degree of aesthetic sensitivity.
9. Demonstrate an understanding of emotional, psychological, and environmental behavior causes.
10. Perform arithmetic operations that apply to his daily living.

		Hours per Week		Quarter Hours
FALL QUARTER		Class	Shop	Credit
SOC 97	Orientation to Social Confinement	4	0	4
PSY 92	Human Behavior	4	0	4
PSY 90	Basic Psychology	4	0	4
ENG 92	Reading Improvement	4	0	4
MAT 90	Fundamentals of Mathematics	4	0	4
Elective		2	0	2
WINTER QUARTER				
PSY 91	Human Relations	4	0	4
PSY 95	Understanding Human Emotions (Prerequisite PSY 92)	4	0	4
MAT 91	Money Management (Prerequisite MAT 90)	4	0	4
ENG 90	Grammar and Composition	4	0	4
SOC 90	Family Planning	4	0	4
Elective		4	0	4
SPRING QUARTER				
POL 91	Understanding Our Legal System	4	0	4
ENG 91	Oral Communication (Prerequisite ENG 90)	4	0	4
SOC 91	Family Relationships (Prerequisite SOC 90)	4	0	4
PSY 93	Understanding Alcohol and Drugs (Prereq. PSY 92)	4	0	4
Elective		4	0	4

ELECTIVES		Hours per Week Class	 Shop	Quarter Hours Credit
SOC 92	Introduction to Current Issues	4	0	4
SOC 93	Current Issues (Continuation of SOC 92)	4	0	4
SOC 94	Current Issues (Continuation of SOC 93)	4	0	4
SOC 95	Current Issues (Continuation of SOC 94)	4	0	4
SOC 96	Sociology	4	0	4
ART 90	Introduction to Creative Arts	4	0	4
ART 91	Applied Arts	1	3	2
ART 92	Music Appreciation	1	3	2
SCI 90	General Science	4	0	4
SCI 91	Personal Health	2	0	2
PED 90	Physical Fitness	1	3	2
PED 91	Flag Football	1	3	2
PED 92	Softball	1	3	2
PED 92B	Softball	1	3	2
PED 93	Volleyball	1	3	2
PED 94	Basketball	1	3	2
PED 95	Track	1	3	2
PED 96	Small Group Games	1	3	2
REL 90	Contemporary Bible Study (Old Testament)	4	0	4
REL 91	Comparative Religions	4	0	4
REL 92	Life and Teachings of Jesus	4	0	4
REL 93	Contemporary Religion	4	0	4
HIS 90	Black Heritage I	4	0	4
TYP 90	Personal Typing	1	3	2
PHI 90	Introduction to Philosophy	4	0	4
PHI 91	Introduction to Ethics	4	0	4
LAN 90	Language Arts	4	0	4
MAT 92	Fundamentals of Mathematics II	4	0	4
ENG 93	Creative Writing	4	0	4
ECO 90	Consumer Economics	4	0	4
ISC 90	Safety and First Aid	4	0	4
REL 94	Contemporary Bible Study (New Testament)	4	0	4
HIS 91	Black Heritage II	4	0	4

COURSE DESCRIPTIONS

CORRECTIONAL GUIDED STUDIES PROGRAM

	Lecture	Shop	Credit
ART 90 Introduction to Creative Arts	**4**	**0**	**4**

This course provides a two-week introduction to each of the following activities: painting, decoupage, sculpture, leathercraft, and macrame. A studio-type approach will be used, and as interest is developed in the various introductory areas, separate courses of in-depth study will be offered in Applied Arts 91.

ART 91 Applied Arts 1 3 2

A derivative of interest displayed by enough students in Art 90, specifically in one of the introductory areas.

ART 92 Music Appreciation 1 3 2

A survey course including a study of the great composers, with emphasis upon recognition of great musical compositions, as well as recognition of musical instruments by sight and sound. Contemporary music may also be included.

ECO 90 Consumer Economics 4 0 4

This course is designed to help the student use his resources of time, energy, and money to get the most out of life. It is intended to give the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and attaining a better understanding of the economy in which he lives.

ENG 90 Grammar and Composition 4 0 4

A basic approach with emphasis on practical writing skills. The objectives of this course are to improve the student's technique of composition and ability of self-expression through written communication, and to teach effective report writing, letter writing, and use of application forms.

ENG 91 Oral Communication 4 0 4

Emphasis on conversational aspects. The objectives of this course are to develop an understanding of basic concepts and principles of oral communication and telephone techniques, develop the ability to communicate with others, think more clearly, solve problems better, reason more forcefully in problems, improve diction, voice, and speaking habits.

ENG 92 Reading Improvement 4 0 4

Basic reading fundamentals-via phonics, syllabication, vocabulary, word attack, sentences and paragraph interpretation. Intended to expand reading interest.

ENG 93 Creative Writing 4 0 4

This course is designed for those students interested in expressing their individual creativity through the use of the written mode of communication. Areas of emphasis will be poetry, the short story, journalistic-type reporting, and other areas of special interest to the individual student. The objective of this course is to further the students understanding of the techniques of writing the English language and to enhance self-expression through written communication.

HIS 90 Black Heritage I 4 0 4
A study of the contributions of blacks to society, and the background and role of blacks in history up to 1900.

HIS 91 Black Heritage II 4 0 4
A continuation of HIS 90 dealing with the 20th century.

ISC 90 Safety and First Aid 4 0 4
This course teaches first-aid treatment techniques. It also covers the temporary treatment of sudden illnesses, attacks, and seizures while on the job. Further, it teaches the necessity of safety techniques.

LAN 90 Language Arts 4 0 4
Individualized introductions to foreign languages such as French, Spanish, and German making use of taped and directed instruction, with emphasis on mechanics of grammar and vocabulary.

MAT 90 Fundamentals of Mathematics 4 0 4
This is essentially a course in arithmetic which will also introduce the student to some of the fundamentals of algebra. The objectives are to have the student develop a sound knowledge of the basic arithmetic operations and their application to daily living, apply arithmetic procedures to the measurement of geometric surfaces and volumes, and gain a basic knowledge of simple algebraic expressions and equations.

MAT 91 Money Management 4 0 4
Emphasis in this course is placed on personal finance or money management. The objective is to develop the student's ability to deal with financial affairs of daily living and budget and manage money.

MAT 92 Fundamentals of Mathematics II 4 0 4
This course is continuation of MAT 91 providing an opportunity for those students who have shown a general understanding of mathematical principles to continue their work. Both arithmetic and algebra will be emphasized.

PED 90 Physical Fitness 1 3 2
A survey course aimed to provide a general understanding of physical education as it relates specifically to physical fitness. The course will examine the philosophy of physical education, fundamentals of body structure showing the relationship of muscles, skeletal structure, and physiology to physical fitness.

PED 91 Flag Football 1 3 2
A study-participation course which includes a study of the rules, strategy, and principles of flag football, as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PED 92 Softball 1 3 2

A study-participation course which includes a study of the rules, strategy, and principles of softball, as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PED 92B Softball 1 3 2

This course is continuation of PED 92 and is open only to those students who have shown specific ability in the field of softball. By permission of the instructor only.

PED 93 Volleyball 1 3 2

A study-participation course which includes a study of the rules, strategy, and principles of volleyball, as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PED 94 Basketball 1 3 2

A study-participation course which includes a study of the rules, strategy, and principles of basketball, as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PED 95 Track 1 3 2

A study-participation course which includes a study of the rules, strategy, and principles of track, as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PED 96 Small Group Games 1 3 2

A study-participation course which includes a study of the rules, strategy, and principles of small group games, such as chess, checkers, bridge, rook, shuffleboard as well as providing an opportunity for participation in the activity as an occasion for applying the rules, strategy, and principles.

PHI 90 Introduction to Philosophy 4 0 4

A survey of philosophy, with attention directed toward the great philosophers and philosophical schools.

PHI 91 Introduction to Ethics 4 0 4

A study of the major theories of ethics, with practical application to personal moral values and ethics in society.

POL 91 Understanding our Legal System 4 0 4

This course will provide an overview of local, state, and federal governmental structures and their function. Emphasis will be on problems related specifically to inmates—e.g., divorce, legal separation, theft, and forgery.

PSY 90 Basic Psychology 4 0 4

A study of the principles of behavior in the areas of motivation, learning, and organization of personality. The objective is to acquaint the student with principles of motivation, learning, and organization of personality.

PSY 91 Human Relations 4 0 4

The objectives in this course are to develop the basic principles of human behavior as applied to interpersonal relations in life and on the job; to understand the significance of interests, feelings, emotions, motivation, and learning in relation to their application to on-the-job problems and the total behavior of the individual, and to gain the ability to learn self-evaluation and carry out a program on self-improvement.

PSY 92 Human Behavior 4 0 4

This course deals with the development of human personality and seeks to identify behavioral causes from birth through adolescence. A case-study approach to variour aspects of human behavior will be used.

PSY 93 Understanding Alcohol and Drugs 4 0 4

This is an instruction and counseling session, particularly for those inmates who exhibit problems in these areas. Group association and discussion are emphasized in a retroflective reformation approach. It includes the physical aspect as well as treatment.

PSY 95 Understanding Human Emotions 4 0 4

This course deals with emotional problems facing an inmate due to separation from family, adjustment to prison life, and related problems.

REL 90 Contemporary Bible Study (Old Testament) 4 0 4

Teachings of the history of Israel, the prophets, psalms and proverbs.

REL 91 Comparative Religions 4 0 4

A study of the various religions that are espoused in our world today. Emphasis will be given to those areas in which the greatest interest is displayed.

REL 92 Life and Teaching of Jesus 4 0 4

A course designed to deal with the life and times of Jesus, as well as his teachings as embodied in the four gospels of the New Testament.

REL 93 Contemporary Religion 4 0 4

This course provides a study of contemporary religious movements, cults, and denominations. Attention will be given to those religions in which the greatest interest is expressed. The course may include such areas as astrology, satanism, the Jesus revolution, and other current religion-related issues.

REL 94 Contemporary Bible Study (New Testament) 4 0 4

Teachings of the gospels. (Matthew, Mark, Luke)

SCI 90 General Science 4 0 4

A study of general science, including biology, botany, physics, geology, and astronomy, with emphasis upon only one area where special interest is shown.

SCI 91 Personal Health 2 0 2

A general health course disigned to acquaint the student with body cleanliness, proper diet, exercise, and good hygiene.

SOC 90 Family Planning 4 0 4

This course deals primarily with the sociological and physiological aspects of family planning, such as contraception, V.D., and other vital issues.

SOC 91 Family Relationships 4 0 4

This course deals more with sociological and physiological problems than physical behavior. It stresses the importance of family therapy sessions involving other members of the family.

SOC 92 Introduction to Current Issues 4 0 4

This course is designed to create an “outer-world perspective for inmates who can only bring the correctional perspective to bear on themselves.” Hopefully, it would help them to see themselves and their problems in a different light. This three-quarter course is broken into parts and includes criminology, war, poverty, race relations, and such, Basically, social problems beyond those in other courses are involved.

SOC 93 Current Issues 4 0 4

A continuation of SOC 92.

SOC 94 Current Issues 4 0 4

A continuation of SOC 93.

SOC 95 Current Issues 4 0 4

A continuation of SOC 94.

SOC 96 Sociology 4 0 4

This course offers an organizational approach to the study of the individual’s role in society. The emphasis is on institutions.

SOC 97 Orientation to Social Confinement 4 0 4

A course specifically designed to help the inmate understand the rules and policies of the correctional department so that he may understand what is expected of him. This course should also provide information concerning what the inmate can expect as a part of a confined community.

TYP 90 Personal Typing

A programmed beginning improvement course in typing for personal use. The touch system and fundamentals of typing will be first considerations in this course.

BLANCH WELDING

Purpose of Curriculum

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security and a future of continous employment with steady advancement. It offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, rail-road, construction, pipe fitting, production shop, job shop and many others.

WELDING

CODE AND COURSE TITLE			Hours Per Week Class	Hours Per Week Lab	Quarter Hours Credit
First Quarter					
WLD	1128	Oxyacetylene and Arc Welding	5	18	11
MAT	1101	Fundamentals of Math	5	0	5
DFT	1121	Blueprint Reading	2	3	3
ENG	1101	Reading Improvement	2	0	2
				35	
Second Quarter					
WLD	1123	Inert Gas Welding	3	3	4
WLD	1124	Pipe Welding	5	18	11
ENG	1102	Communication Skills	3	0	3
MAT	1103	Geometry	3	0	3
				35	

COURSE DESCRIPTIONS

DFT 1121 Blueprint Reading 2 3 3

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. A study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, substraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trade. Practice in depth.

MAT 1103 Geometry 3 0 3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

WLD 1123 Inert Gas Welding 3 3 4

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shield ing gases, filler rods, process variations and applications, manual and automatic welding.

WLD 1124 Pipe Welding 5 18 11

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.

WLD 1128 Oxacetylene and Arc Welding 5 18 11

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed through the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality welds. Also the operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

Division of Human Affairs, Commerce & Management

DIVISION OF HUMAN AFFAIRS, COMMERCE and MANAGEMENT

Program in this division will offer social, conventional, and enterprising occupational-type environments conducive to student achievement in a broad range of technical competencies and activities. It is expected that this organized structure of intermixing technical, vocational and transfer programs will lead to maximizing the individuals opportunity to achieve the educational goals which he or she has elected to pursue.

Wherever possible the career ladder approach is used to offer students the option of exiting a program, first; with a Certificate, second; upon further study with a Diploma and third; upon further study an Associate Degree of Applied Science with the possible option of transferring credits to a number of four-year institutions.

ADMISSION PROCEDURES AND REQUIREMENTS

Admissions procedures and requirements are listed in the Admissions Section of the catalog for all diploma and degree programs.

The following programs are currently being offered, with final exit level shown in parenthesis:

Accounting	(2 Year Associate Degree)
Business Administration	(2 Year Associate Degree)
Correctional Guided Studies	(1 Year Certificate)
Cosmetology	(1 Year Diploma)
Criminal Justice-Protective Services	
Corrections & Juvenile Delinquency	(2 Year Associate Degree)
Law Enforcement	(2 Year Associate Degree)
Security Services	(2 Year Associate Degree)
Early Childhood Specialist	(2 Year Associate Degree)
Executive Secretarial Science	(2 Year Associate Degree)
General Education (College Transfer) . . .	(2 Year Associate Degree)
General Office Technology	(2 Year Associate Degree)
Industrial Management Technology	(2 Year Associate Degree)

The time periods shown above for completion of programs are based on full time attendance. All programs attended on a part time or evening basis will require a longer period for completion.

ACCOUNTING

INTRODUCTION

Accounting is one of the fastest-growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained personnel in the area of accounting to help managers keep track of a firm's operation.

PURPOSE

The accounting curriculum is designed to fill this need for accountants by offering students the detailed accounting theories and practical skills for entry into the accounting profession.

The objectives of the accounting curriculum are to develop:

1. An understanding of the detail fundamentals of accounting and analysis of the financial statements and auditing.
2. An understanding of the principles of organization and management in business operations, business law, and taxes; and
3. An understanding and skill in effective communication for business.

JOB DESCRIPTION

The duties and responsibilities of an accountant vary somewhat in different firms. These may include recording transactions, rendering periodic reports, maintaining cost records, making special reports, completing tax returns, auditing the books, and advising management in areas of financial affairs.

Graduates of the accounting curriculum will qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training, plus further experience, should prepare graduates to become office managers or accounting supervisors, and to fill other responsible positions in a business firm.

ACCOUNTING
(Associate Degree Program)

FALL QUARTER

ENG	110	Grammar	3	0	3
SOC	199	The Student in Society or	3	0	3
PSY	199	Student, Society, and the World of Work	3	0	3
MAT	130	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
			16	0	16

WINTER QUARTER

ENG	111	Composition	3	0	3
BUS	120	Accounting	5	2	6
BUS	102	Typewriting	2	3	3
BUS	115	Business Law	3	0	3
			13	5	15

SPRING QUARTER

ENG	112	Report Writing	3	0	3
BUS	121	Accounting	5	2	6
BUS	116	Business Law	3	0	3
BUS	123	Business Finance	3	0	3
			14	2	15

FALL QUARTER

ENG	204	Oral Communication	3	0	3
BUS	222	Accounting	5	2	6
ECO	102	Economics	3	0	3
BUS	124	Business Finance	3	0	3
			14	2	15

WINTER QUARTER

ENG	220	Business Communication	3	0	3
BUS	223	Accounting	5	2	6
BUS	229	Taxes	3	2	4
EDP	104	Introduction to Data Processing	3	2	4
			14	6	17

SPRING QUARTER

EDO					
ECO	104	Economics	3	0	3
BUS	225	Cost Accounting	3	2	4
BUS	272	Principles of Supervision	3	0	3
BUS	269	Auditing	3	2	4
MAT	235	Metric System	2	0	2
			14	4	16

BUSINESS ADMINISTRATION

(Associate Degree Program)

INTRODUCTION

In North Carolina the opportunities in business are increasing. With the increasing. With the increasing population and industrial development in this state, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high-school level. The business administration curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

PURPOSE

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the business field.

Upon completion of this program the student will have:

1. An understanding of the principles of organization and management in business operations.
2. An understanding of our economy through study and analysis of the role of production and marketing.
3. Knowledge of specific elements of accounting, finance, and business law.
4. An understanding of how to communicate effectively in business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

JOB DESCRIPTION

The graduate of the business administration curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilites of this graduate vary in different firms. These encompassments might include making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit, finance, retailing; wholesaling; hotel, tourist, and travel industry; insurance, transportation; and communications.

BUSINESS ADMINISTRATION

FALL QUARTER

ENG	110	Grammar	3	0	3
SOC	199	The Student in Society or	3	0	3
PSY	199	Student, Society, and the World of Work	3	0	3
MAT	130	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
			16	0	16

WINTER QUARTER

ENG	111	Composition	3	0	3
BUS	120	Accounting	5	2	6
BUS	102	Typewriting	2	3	3
BUS	115	Business Law	3	0	3
			13	5	15

SPRING QUARTER

ENG	112	Report Writing	3	0	3
BUS	121	Accounting	5	2	6
BUS	116	Business Law	3	0	3
BUS	272	Principles of Supervision	3	0	3
			14	2	15

FALL QUARTER

ENG	204	Oral Communication	3	0	3
ECO	102	Economics	3	0	3
BUS	123	Business Finance	3	0	3
BUS	110	Office Machines	2	2	3
BUS	232	Sales Development	3	0	3
BUS	243	Advertising	3	0	3
			17	2	18

WINTER QUARTER

ENG	220	Business Communication	3	0	3
ECO	104	Economics	3	0	3
BUS	124	Business Finance	3	0	3
BUS	235	Business Management	3	0	3
BUS	239	Marketing	3	0	3
PSY	101	Psychology	3	0	3
			18	0	18

SPRING QUARTER

EDP	104	Introduction to Data Processing	3	2	4
MAT	235	Metric System	2	0	2
BUS	229	Taxes	3	2	4
BUS	271	Office Management	3	0	3
SOC	101	General Sociology	3	0	3
			14	4	16

COSMETOLOGY
(1 Year Diploma Program)

Cosmetologists advise men and women on problems of make-up, diet and care of the hair, skin, hands, and nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles.

The cosmetology curriculum is designed to prepare the student for employment in the field of cosmetology. Instruction and practice are provided in training the student to do manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

Many different job opportunities are available with cosmetic firms, beauty salons, and department stores.

COSMETOLOGY

			Hours Per Week		Quarter Hours Credit
FALL QUARTER			Lecture	Shop	
COS	1155	Cosmetology I	10	0	10
COS	1156	Cosmetology Lab I	0	20	6
			30		16
WINTER QUARTER					
COS	1165	Cosmetology III	10	0	10
COS	1166	Cosmetology Lab II	0	20	6
			30		16
SPRING QUARTER					
COS	1175	Cosmetology III	10	0	10
COS	1176	Cosmetology Lab III	0	20	6
			30		16
SUMMER QUARTER					
COS	1185	Cosmetology IV	10	0	10
COS	1186	Cosmetology Lab IV	0	20	6
			30		16

The North Carolina State Board of Cosmetic Examiners requires a minimum of 1200 contact hours before the student can apply for the licensing examination.

In order to provide for the student who desires to continue in advanced cosmetology and gain sufficient contact hours to qualify in other states, advanced optional training is available.

REFRESHER COURSE

COS	1195-R	Cosmetology V	Variable Credit
COS	1196-R	Cosmetology V	Variable Credit

Night sessions and part-time sessions—15 hours per week.

CRIMINAL JUSTICE—PROTECTIVE SERVICES TECHNOLOGY

(Associate Degree Program)

INTRODUCTION

Criminal Justice—Protective Service Technology is a program that covers law enforcement, security services, and correction. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

PURPOSE

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention, and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

JOB DESCRIPTION

The Criminal Justice—Protective Service Technology program of study enables a graduate to acquire a position in the field of law enforcement, security services, or correction. Currently there is a demand for dedicated men and women in all of these areas.

Law enforcement agencies are in need of trained professionals. A law enforcement graduate can find employment with law enforcement agencies as an officer, administrator, special investigator, laboratory technician, communication expert, or in research.

Business and industry are looking for professionals to provide security. A security services graduate can find employment with business and industry as a guard surveillance officer, transportation officer, or security administrator.

Correction is in need of highly trained individuals to bring about the changes needed in correction institutions. A correction graduate can find employment with a penal institution, a probation board, or with a board of parole as a counselor administrator, or consultant.

CRIMINAL JUSTICE–PROTECTIVE SERVICE TECHNOLOGY
(Core)

Course Title			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FALL QUARTER					
ENG	110	Grammar	3	0	3
MAT	133	Criminal Justice Mathematics	5	0	5
CJC	101	Introduction to Criminal Justice	5	0	5
PSY	150	Interpersonal Realtionships	3	0	3
			16	0	16
WINTER QUARTER					
ENG	111	Composition	3	0	3
POL	102	The National Government	3	0	3
PSY	151	Applied Psychology in Human Relations	3	0	3
CJC	102	Criminology	5	0	5
CJC	115	Criminal Law	3	0	3
			17	0	17
SPRING QUARTER					
ENG	204	Oral Communication	3	0	3
POL	103	State and Local Government	3	0	3
CJC	125	Due Process	5	0	5
CJC	110	Juvenile Delinquency	5	0	5
HEA	119	First Aid	2	0	2
			18	0	18

Law Enforcement Option

			Hours Per Week Class	Lab.	Quarter Hours Credit
FALL QUARTER					
ENG	220	Report Writing	3	0	3
CJC	212	Drugs	3	2	4
CJC	210	Criminal Investigation	5	0	5
CJC	206	Community Relations	3	0	3
CJC	216	Advanced Criminal Law	3	0	3
			17	2	18
WINTER QUARTER					
CHM	101	Chemistry	4	2	5
CJC	201	Motor Vehicle Law	3	0	3
CJC	217	Patrol Procedures	3	0	3
CJC	205	Evidence	5	0	5
		Elective	3	0	3
			18	2	19
SPRING QUARTER					
CJC	211	Criminalistics	4	3	5
CJC	220	Police Organization and Administration	5	0	5
CJC	208	Crime Scenes--Collection and Preservation of Evidence	2	2	3
CJC	202	Traffic Enforcement	3	0	3
		Elective	4	0	4
			18	5	20

Total Quarter Hours in Courses	99
Electives	9
Total	108

Correction Option

		Course Title	Hours Per Week Class	Lab.	Quarter Hours Credit
FALL QUARTER					
ENG	220	Report Writing	3	0	3
CJC	212	Drugs	3	2	4
SOC	111	Social Problems	3	0	3
PSY	229	Abnormal Psychology	3	0	3
CJC	206	Community Relations	3	0	3
		Elective	4	0	4
			19	2	20

WINTER QUARTER

CJC	203	Correction	3	0	3
PSY	103	Adolescent Psychology	3	0	3
CJC	207	Confinement Facilities Administration	3	0	3
CJC	209	Correction Law	3	0	3
CJC	230	Counseling	3	0	3
CJC	234	Community-Based Corrections	3	0	3
			18	0	18

SPRING QUARTER

CJC	223	Correction Counseling	3	2	4
CJC	204	Paroles, Probation, and Pardons	3	0	3
CJC	224	Rehabilitation	3	0	3
CJC	250	Mental Retardation	3	0	3
CJC	221	Correction Administration	3	0	3
		Elective	3	0	3
			18	2	19

Total Quarter Hours in Course	101
Electives	7
Total	108

Security Services Option

FALL QUARTER

		Course Title	Hours Per Week Class	Hours Per Week Lab.	Quarter Hours Credit
ENG	220	Report Writing	3	0	3
CJC	212	Drugs	3	2	4
SOC	111	Social Problems	3	0	3
PSY	229	Abnormal Psychology	3	0	3
CJC	206	Community Relations	3	0	3
		Elective	3	0	3
			18	2	19

WINTER QUARTER

CJC	240	Security Systems	5	0	5
CJC	241	Property Control	3	0	3
CJC	242	Common Carrier Protection	3	0	3
CJC	243	Industrial Accident Investigation and reporting	3	0	3
CJC	244	Civil and Criminal Legal Responsibility	3	0	3
			17	0	17

SPRING QUARTER

CJC	245	Electronic Detection and Polygraph	5	0	5
CJC	246	Security Investigation	3	0	3
CJC	247	Retail Security	3	0	3
CJC	248	Fire Prevention and Security	3	0	3
CJC	249	Surveillance Techniques	3	0	3
		Elective	3	0	3
			20	0	20

Total Quarter Hours in Courses	101
Electives	7
Total	107

EARLY CHILDHOOD SPECIALIST

INTRODUCTION

The importance of the early years to future health and to realization of portential has been well documented. A "child care" or custodial philosophy has proven to be inadequate. Today's facilities must become developmental in philosophy, concerned with optimal development of each child. The developmental approach requires that those who assume responsibility for young children must prepare for their task. The curriculum provides educational preparation for the important role para-professionals will be playing in guiding the development of large numbers of children, and in identifying those with developmental handicaps or problems which require professional attention.

PURPOSE

The purpose of the curriculum is to provide individuals with the knowledge, understanding, and skills needed to work effectively with pre-school children in various stages of development. There is a steady trend toward group care of young children, as a greater number of mothers return to the work force. There is increasing interest in and concern for the responsibilities of society to provide enrichment opportunities for children of deprived backgrounds. There is also increasing support for extension of the public schools to include kingergarten. The present lack of professionally qualified persons to staff existing facilities will become acute as the number and types of child development centers increase. Staffing of both day care and residential facilities with a large proportion of para-professionals will become a necessity.

JOB DESCRIPTION

Early Childhood Specialist are concerned with providing for infants and young children a program which will promote the optimal development of each child. The specialist must understand and be able to (1) meet the physical and nutritional needs of preschool children; (2) provide activities which stimulate intellectual, emotional, and social growth of children; (3) guide children in the formation of acceptable habits and attitudes; and (4) assist children in their learning to communicate effectively with others. In addition, the early childhood education specialist must be able to work effectively with parents and, where necessary, provide guidance in improving the child's home experiences.

The early childhood specialist may choose to work with exceptional children. Opportunities for employment in facilities providing residence care, in rehabilitation clinics, and in specialized day care facilities are widespread. The early childhood specialist may function as aide to the kindergarten teacher, with the certified teacher being responsible for all activities requiring professional preparation, and the aide assisting in the total program through performance of specified tasks. The early childhood specialist may organize and operate a child care facility as a private enterprise. Selection of appropriate electives from the business curriculum will provide basic preparation for the business management of the facility.

EARLY CHILDHOOD SPECIALIST

		Course Title	Hours Per Week		Quarter Hours Credit
FALL QUARTER			Class	Lab.	
ENG	110	Grammar	3	0	3
PSY	115	Human Growth & Development	3	0	3
SOC	107	Introduction to Sociology	3	0	3
EDU	106	Seminar-Practicum	1	6	3
MAT	130	Business Math	5	0	5
			15	6	17
WINTER QUARTER					
ENG	111	Composition	3	0	3
PSY	116	Human Growth & Development	3	0	3
ECO	108	Consumer Economics	3	0	3
EDU	107	Seminar-Practicum	1	6	3
		Elective	3	0	3
			13	6	15

SPRING QUARTER

ENG	220	Report Writing	3	0	3
PSY	117	Human Growth & Development	3	0	3
EDU	108	Seminar-Practicum	1	6	3
SOC	108	Community Resources	3	0	3
		Elective	3	0	3
			13	6	15

FALL QUARTER

ENG	204	Oral Communications	3	0	3
PSY	102	General Psychology	3	0	3
EDU	230	Preschool Education	3	0	3
EDU	231	Creative Activities	3	0	3
EDU	222	Seminar-Practicum	1	6	3
		Elective	3	0	3
			16	8	19

WINTER QUARTER

ENG	217	Children's Literature	3	0	3
EDU	204	Parent Education	3	0	3
EDU	233	Nutrition	3	0	3
EDU	223	Seminar-Practicum	1	6	3
		Elective	3	0	3
			13	6	15

SPRING QUARTER

SOC	211	Marriage and Family	3	0	3
EDU	232	Physical Activities for Children	3	0	3
HUM	123	Humanities for Children	3	0	3
EDU	203	Exceptional Child	3	0	3
EDU	224	Seminar-Practicum	1	6	3
			13	6	15

EXECUTIVE SECRETARIAL

INTRODUCTION

The tremendous business and industrial expansion throughout North Carolina has placed even greater demands on operating executives. Because of these demands, increased emphasis has been placed on the requirements for more and better-qualified stenographers and executive secretaries to relieve the manager of routine administrative matters.

PURPOSE

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by business-office managers and insure that graduates of this course will be immediately effective upon accepting employment in a business office.

The objectives of the executive secretarial curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and business terminology;
2. Special training in accounting, business mathematics, business law, and office machines;
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in business functions.

JOB DESCRIPTION

The graduate of the secretarial curriculum will qualify for a variety of positions requiring skill in dictation, accurate transcription of letters and reports and general knowledge of the business community. The executive secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. The graduate may enter a secretarial position in a variety of business offices.

EXECUTIVE SECRETARY

FALL QUARTER

ENG	110	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
BUS	101	Introduction to Business	5	0	5
MAT	130	Business Math	5	0	5
BUS	106	Shorthand	3	2	4
			18	5	20

WINTER QUARTER

SOC	199	The Student in Society or	3	0	3
PSY	199	Student, Society, and the World of Work	3	0	3
ENG	111	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	107	Shorthand	3	2	4
BUS	120	Accounting	5	2	6
			16	7	19

SPRING QUARTER

ENG	112	Business Communications	3	0	3
BUS	108	Shorthand	3	2	4
BUS	104	Typewriting	2	3	3
BUS	110	Office Machines	2	2	3
BUS	112	Filing	3	0	3
			13	7	16

FALL QUARTER

ENG	204	Oral Communication	3	0	3
BUS	206	Dictation and Transcription (Executive, Legal or Medical)	3	2	4

BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
BUS	115	Business Law	3	0	3
			13	7	16

WINTER QUARTER

ENG	220	Report Writing	3	0	3
BUS	207	Dictation and Transcription (Executive, Legal or Medical)	3	2	4
BUS	214	Secretarial Procedures	3	2	4
BUS	121	Accounting	5	2	6
			14	6	17

SPRING QUARTER

BUS	208	Dictation and Transcription (Executive, Legal or Medical)	3	2	4
BUS	271	Office Management	3	0	3
ECO	102	Economics	3	0	3
HEA	201P	Charm & Personal Development	3	0	3
EDP	104	Introduction to Data Processing	3	2	4
			15	4	17

GENERAL OFFICE TECHNOLOGY

INTRODUCTION

The general office technology curriculum is designed for the student who wants employment in the business world, but does not want to use any shorthand. Specialized training is given in typing, filing, office machines, accounting, and machine transcription. This supplemented by studies in business-related courses, human relations and psychology.

PURPOSE

The content of this curriculum is designed to give the student a sound understanding of the principles, methods, techniques, and skills essential for successful employment as a clerical worker.

Upon completion of this program the student will have:

1. demonstrated his/her ability to type 55 words a minute within a five-minute timed period.
2. acquired and demonstrated an understanding of filing, so as to be able to index the names of individuals, business names, and government names-names by geographic locations, by subjects and by using the numeric and alpha-numeric systems.
3. mastered the techniques of solving addition, subtraction, multiplication, and division problems on the ten-key adding-listing machine, electronic calculator, ten-key printing calculator, and the rotary calculator.
4. acquired and demonstrated his/her ability to complete credit sales-slips, salesmen's daily expense reports, department-store charge sales-slips, invoices, and payroll.

5. mastered the formats used to type in technical, accounting, government, executive, legal, and medical offices, as well as in the general offices.
6. mastered the techniques used to transcribe letters from a dictating machine.
7. demonstrated his/her ability to type on master units and duplicate material on a spirit duplicator.
8. acquired sufficient knowledge of math, accounting, communication skills, and office procedures to be an effective worker.

JOB DESCRIPTION

The graduate of the general office technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, machine transcriptionist, or a variety of other clerical-related jobs. Positions are available in almost every type of business, large or small.

GENERAL OFFICE TECHNOLOGY

			Hours Per Week		Quarter Hours
FALL QUARTER			Class	Lab.	Credit
ENG	110	Grammar	3	0	3
BUS	102	Typewriting	2	3	3
MAT	110	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
SOC	199	The Student in Society or	3	0	3
PSY	199	Student, Society, and the World of Work	3	0	3
			18	3	19
WINTER QUARTER					
ENG	111	Composition	3	0	3
BUS	103	Typewriting	2	3	3
BUS	115	Business Law	3	0	3
BUS	112	Filing	3	0	3
PSY	101	Psychology	3	0	3
			14	3	15
SPRING QUARTER					
ENG	112	Business Communications	3	0	3
BUS	104	Typewriting	2	3	3
BUS	116	Business Law	3	0	3
BUS	110	Office Machines	2	2	3
ECO	102	Economics	3	0	3
			13	5	15

FALL QUARTER

HEA	201P	Charm & Personal Development	3	0	3
ENG	204	Oral Communication	3	0	3
BUS	205	Advanced Typewriting	2	3	3
BUS	211	Office Machines	2	2	3
BUS	120	Accounting	5	2	6
			15	7	18

WINTER QUARTER

ENG	220	Report Writing	3	0	3
BUS	212	Machine Transcription	1	2	2
BUS	213	Office Procedures	3	2	4
BUS	121	Accounting	5	2	6
ECO	104	Economics	3	0	3
			15	6	18

SPRING QUARTER

BUS	271	Office Management	3	0	3
BUS	229	Taxes	3	2	4
BUS	210	Office Practice (Typing)	2	3	3
EDP	104	Introduction to Data Processing	3	2	4
			11	7	14

INDUSTRIAL MANAGEMENT TECHNOLOGY

INTRODUCTION

The industrial management technology curriculum is designed to develop the individual's ability to advance in an industrial occupation and assume the responsibilities that go with supervisory and mid-management positions in industry.

PURPOSE

The supervisor and persons in mid-management must be concerned daily with human behavior and the psychological factors which affect personnel working under their direction. They must also be conscious of the responsibilities of their position toward the total ecomomic well-being of the industry.

The program is prepared to develop the individual's abilities in the art of communicating with his fellow worker by providing him with training in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective.

JOB DESCRIPTION

The supervisor or foreman in industry coordinates the activities of workers. His duties may include interpretation of company policies to workers, planning production schedules, estimating man hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and motivating workers to achieve specified goals.

The industrial management technology curriculum will help meet an increasing need for better-prepared supervisors in an area of rapid industrialization.

INDUSTRIAL MANAGEMENT TECHNOLOGY

FALL QUARTER

			Class	Lab.	Quarter Hours Credit
SOC.	199	The Student in Society or	3	0	3
PSY	199	Student, Society, and the World of Work	3	3	3
ENG	110	Grammar	3	0	3
MAT	130	Business Math	5	0	5
BUS	101	Introduction to Business	5	0	5
			19	3	16

WINTER QUARTER

ENG	111	Composition	3	0	3
BUS	120	Accounting	5	2	6
ISC	120	Principles of Industrial Mgmt.	3	0	3
MAT	235	Metric System	2	0	2
BUS	272	Principles of Supervision	3	0	3
			16	2	17

SPRING QUARTER

ENG	112	Business Correspondence	3	0	3
BUS	121	Accounting	5	2	6
ISC	102	Industrial Safety	3	0	3
ISC	205	First Aid or			
DFT	119	Specialized Blueprint Interpretation	3	0	3
			17	2	15

FALL QUARTER

ENG	204	Oral Communication	3	0	3
ECO	102	Economics	3	0	3
PSY	126	Science of Human Relations	3	0	3
BUS	233	Personnel Management	3	0	3
MEC	213	Production Planning	3	0	3
ISC	209	Plant Layout or			
DFT	119	Specialized Blueprint Interpretation	3	0	3
			21	0	18

WINTER QUARTER

ENG	220	Report Writing	3	0	3
ECO	104	Economics	3	0	3
DFT	118	Drafting and Blueprint Interpretation	3	0	3
ISC	202	Quality Control	3	0	3
ISC	210	Job Analysis and Evaluation	3	0	3
ISC	231	Manufacturing Cycles	3	0	3
			18	0	18

SPRING QUARTER

ECO	201	Labor Economics & Labor Relations	3	0	3
ISC	218	Plant Security	3	0	3
PSY	125	Art of Motivating People	3	0	3
ISC	211	Work Simplification & Measurement	3	0	3
ISC	129	Instructor Training	3	0	3
			15	0	15

Division of Applied Arts, Science and Technology

DIVISION OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

Programs in this division offer a realistic and investigative approach for students whether seeking specific marketable skills or technical competency in a broad range of activities. Primary objectives of these programs include providing students with essential employable skills, a high level of specialized technical knowledge and preparation for initial and advanced employment in a wide range of positions.

Wherever possible, programs are designed to offer students the option of exiting a program, first; with a Certificate, second; upon further study with a Diploma and third; upon further study an Associate Degree of Applied Science with the possible option of transferring credits to a number of four-year institutions.

ADMISSION PROCEDURES AND REQUIREMENTS

Admissions procedures and requirements are listed in the Admissions Section of the catalog for all diploma and degree programs.

The following programs are currently being offered, with final exit level shown in parenthesis:

Agricultural Science & Mechanization	(2 Year Associate Degree)
Air Conditioning, Heating, & Refrigeration	(1 Year Diploma)
Automotive Mechanics	(1 Year Diploma)
Electrical Installation & Maintenance	(1 Year Diploma)
Environmental Science	(2 Year Associate Degree)
Industrial Maintenance Technology	(2 Year Associate Degree)
Learning Media Production Technology	(2 Year Associate Degree)
Mechanical Drafting	(1 Year Diploma)
Recreation Technology	(2 Year Associate Degree)
Taxidermy	(1 Year Diploma)
Welding	(1 Year Diploma)

The time periods shown above for completion of programs are based on full-time attendance. All programs attended on a part time or evening basis will require a longer period for completion.

AGRICULTURAL SCIENCE AND MECHANIZATION

(Associate of Applied Science Option)

INTRODUCTION

The agricultural science and mechanization curriculum provides a training program for developing the basic knowledge and skills needed for the successful operation and management of a general farming program involving crops and livestock. There is a growing scarcity of young men trained in this area. Larger farming operations require more mechanization and tremendous outlays of capital; thus, the need for trained farmers becomes increasingly critical.

This curriculum is currently being offered on a part-time evening basis for those veterans who are farming. A calendar for this program is listed on the following page.

PURPOSE

The primary purpose of the agricultural science and mechanization curriculum is to provide the managerial and operative training needed for successful farm operation. Managerial areas include development of the concepts of costs and budgets as an aid in choosing what to produce; an analysis of the factors of production to find the least cost-production procedure; selection of the level of production which yields the highest net revenue; and the relationships between size and efficiency and gross farm income and net farm income. Instruction is directed toward annual operative skills needed, including how to wire farm buildings, repair and calibrate farm machinery, select fertilization methods which contribute the most nutrient value, construct farm buildings, diagnose and treat anumal diseases, select and install plumbing and irrigation and drainage systems, and choose methods which contribute to maximum efficient land utilization.

JOB DESCRIPTION

The graduate of the agricultural science and mechanization curriculum is trained to manage and operate a farm. In addition, he should be able to make most of the repairs on buildings and equipment, as well as to perform the necessary electrical, construction, and plumbing tasks pertaining to the farm operation. Jobs are available to the agricultural science and mechanization graduate in the areas of fertilizer, farm implement, and feed sales. Graduates may become farm managers as well as pursue insurance, farm, real estate, and public relations jobs in agri-business related areas.

AGRICULTURAL SCIENCE AND MECHANIZATION

(Part-Time Night Curriculum)

FIRST YEAR

FALL QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	101	Farm Tractor Mechanics I	2	6	4
AGR	102	Farm Business Management	2	0	2
			4	6	6

WINTER QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	103	Farm Tractor Mechanics II	1	3	2
AGR	104	Swine Feeding and Management	2	2	3
AGR	105	Pastures and Forage Crops	2	0	2
			5	5	7

SPRING QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	106	Techniques of Welding I	1	3	2
AGR	108	Beef Production	2	0	2
AGR	109	Soil Science	2	0	2
AGR	118	Feed Grain Crops	2	0	2
			7	3	8

SUMMER QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	110	Techniques of Welding II	2	6	4
AGR	117	Feeds and Feeding Farm Animals	2	0	2
			4	6	6

SECOND YEAR

FALL QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	111	Farm Electrification I	2	6	4
AGR	121	Weed Identification and Control	2	0	2
			4	6	6

WINTER QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	112	Farm Electrification II	1	3	2
AGR	122	Farm Machinery Repair and Maintenance I	1	3	2
AGR	124	Plant Propagation	2	0	2
			4	6	6

SPRING QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	123	Farm Machinery Repair and Maintenance II	2	6	4
AGR	126	Farm Forest Management	2	0	2
			4	6	6

SUMMER QUARTER

Course Title			Hours Per Week Class	Shop	Quarter Hours Credit
AGR	128	Farm and Home Construction I	2	6	4
AGR	130	Pesticides	2	0	2
			4	6	6

THIRD YEAR

FALL QUARTER

AGR	129	Farm and Home Construction II	1	3	2
AGR	132	Livestock Diseases and Parasites	2	0	2
AGR	134	Tobacco Production	2	0	2
AGR	138	Farm Records and Taxes	2	0	2
			7	3	8

WINTER QUARTER

AGR	139	Fertilizers and Lime	2	0	2
AGR	140	Vegetables Production	2	0	2
AGR	166	Masonry I	1	3	2
AGR	170	Veterinary Medicine	2	0	2
			7	3	8

SPRING QUARTER

AGR	164	Tobacco Research and Technology	2	0	2
AGR	167	Masonry II	1	3	2
AGR	133	Farm Water and Plumbling Systems	1	3	2
			4	6	6

SUMMER QUARTER

AGR	141	Surveying	2	2	3
AGR	174	Herbicides and Weed Control Methods	2	0	2
AGR	175	Commercial Vegetable and Small Fruit Production	2	0	2
AGR	176	Landscape Design	2	0	2
			8	2	9

TOTAL QUARTER HOURS CREDIT 82

The following additional subjects are provided for students seeking an Associate of Applied Science Degree.

AGR	150	Farm Machinery Repair and Maintenance III	1	3	2
AGR	173	Farm Tractor Mechanics III	1	3	2
ENG	110	Grammar	3	0	3
ENG	111	Composition	3	0	3
ENG	112	Business Correspondence	3	0	3
ENG	204	Oral Communication	3	0	3
			14	6	16

TOTAL QUARTER HOURS REQUIRED FOR ASSOCIATE OF APPLIED SCIENCE DEGREE 98

AGRICULTURAL SCIENCE AND MECHANIZATION

(Veteran Farm Program)
Roxboro, Yanceyville, and Oxford

THREE–YEAR SCHEDULE

Winter Quarter, 1974–75

Registration	Wednesday, December 4, 1974
Classes Begin	Monday, December 9, 1974
Christmas Holiday	Wednesday, December 25, 1974
New Years Holiday	Wednesday, January 1, 1975
Quarter Ends	Thursday, February 20, 1975

Spring Quarter, 1974–75

Registration and Classes Begin	Monday, February 24, 1975
Easter Monday Holiday	Monday, March 31, 1975
Quarter Ends	Thursday, May 8, 1975

Summer Quarter, 1974–75

Registration and Classes Begin	Monday, May 12, 1975
Independence Day Holiday	Monday, July 7, 1975
Summer Break Begins	Friday, July 18, 1975
Classes Resume	Monday, September 15, 1975
Quarter Ends	Thursday, September 18, 1975

Fall Quarter, 1975–76

Registration and Classes Begin	Monday, September 22, 1975
Thanksgiving Holiday	Thursday, November 27, 1975
Quarter Ends	Thursday, December 4, 1975

Winter Quarter, 1975–76

Registration and Classes Begin	Monday, December 8, 1975
Christmas Holiday	Thursday, December 25, 1975
New Years Holiday	Thursday, January 1, 1976
Quarter Ends	Thursday, February 19, 1976

Spring Quarter, 1975–76

Registration and Classes Begin	Monday, February 23, 1976
Easter Monday Holiday	Monday, April 19, 1976
Quarter Ends	Thursday, May 6, 1976

Summer Quarter, 1975–76

Registration and Classes Begin	Monday, May 10, 1976
Independence Day Holiday	Monday, July 5, 1976
Summer Break Begins	Friday, July 16, 1976
Classes Resume	Tuesday, September 14, 1976
Quarter Ends	Thursday, September 16, 1976

Fall Quarter, 1976–77

Registration and Classes Begin	Monday, September 20, 1976
Thanksgiving Holiday	Thursday, November 25, 1976
Quarter Ends	Thursday, December 2, 1975

Winter Quarter, 1976–77

Registration and Classes Begin	Monday, December 6, 1976
Christmas Holiday	Monday, December 27, 1976
New Years Holiday	Monday, January 3, 1977
Quarter Ends	Thursday, February 17, 1977

Spring Quarter, 1976–77

Registration and Classes Begin	Monday, February 21, 1977
Easter Monday Holiday	Monday, April 11, 1977
Quarter Ends	Thursday, May 5, 1977

Summer Quarter, 1976–77

Registration and Classes Begin	Monday, May 9, 1977
Independence Day Holiday	Monday, July 4, 1977
Summer Break Begins	Friday, July 15, 1977
Classes Resume	Tuesday, September 13, 1977
Quarter Ends	Thursday, Spetember 15, 1977

Fall Quarter, 1977–78

Registration and Classes Begin	Monday, September 19, 1977
Thanksgiving Holiday	Thursday, November 24, 1977
Quarter Ends	Thursday, December 1, 1977

AIR CONDITIONING, HEATING AND REFRIGERATION

(1-Year Diploma Program)

INTRODUCTION

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use has year-around comfort systems. Many homes now have air conditioning, and the trend is toward even greater use of all-year systems of cooling and heating. The food industry is also requiring greater use of refrigeration systems in freezing, storage, and display of products. With this great up-swing in the use of air conditioning and refrigeration equipment, a greater demand is consequently made on trained personnel to install, operate, maintain and service this equipment.

PURPOSE

This curriculum is designed to give the student practical knowledge that will enable him to become a capable serviceman in the industry. The principal objective has been to outline the required technical and related instruction to enable the student to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal, and commercial refrigeration installation and service. The serviceman is therefore employable in the areas of sales, maintenance, installation, and the growing fields of truck and trailer refrigeration.

JOB DESCRIPTION

The air conditioning and refrigeration mechanic installs, inspects, maintains, services, and repairs domestic and commercial equipment; connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels; tests systems, observes pressure and vacuum guages, and adjusts controls to insure proper operation.

AIR CONDITIONING, HEATING AND REFRIGERATION

Course Title			Hours Per Week		Quarter Hours Credit
			Class	Shop	
FALL QUARTER					
AHR	1116	Oil Burner Installation & Service	4	6	6
MAT	1101	Fundamentals of Mathematics	5	0	5
ELC	1102	Applied Electricity-Part I	3	0	3
DFT	1104	Blueprint Reading	1	2	2
AHR	1121	Principles of Refrigeration-Part I	3	2	4
			16	10	20
WINTER QUARTER					
AHR	1117	Gas Burners, Electric Heat and Liquid Heat Applications	4	3	5
AHR	1125	Principles of Refrigeration-Part II	3	6	5
ELC	1103	Applied Electricity-Part II	2	0	2
DFT	1116	Blueprint Reading-Air Conditioning	2	2	3
WLD	1102	Basic Gas Welding	0	3	1
			11	14	16
SPRING QUARTER					
AHR	1124	Air Conditioning Servicing	3	9	6
PHY	1101	Applied Science	3	0	3
AHR	1123	Principles of Air Conditioning	2	4	4
MAT	1102	Applied Mathematics	5	0	5
			13	13	18
SUMMER QUARTER					
AHR	1126	All-Year Comfort Systems	3	9	6
AHR	1109	Job Planning and Estimating	2	0	2
PSY	1101	Human Relations	3	0	3
AHR	1128	Automatic Controls	3	6	5
			11	15	16

TOTAL QUARTER HOURS CREDIT 70

AIR CONDITIONING, HEATING AND REFRIGERATION

(Part-Time Night Curriculum)

For students who are unable to undertake the full-time day curriculum, shown on the previous page, a part-time night curriculum is suggested. Students should note that this part-time program requires two years of study.

FIRST YEAR

FALL QUARTER

AHR	1116	Oil Burner Installation & Service	4	6	6
MAT	1101A	Fundamentals of Math	3	0	3
ELC	1102	Applied Electricity-Part I	3	0	3
			10	6	12

WINTER QUARTER

AHR	1117	Gas Burners, Electric Heat and Liquid Heat Application	4	3	5
AHR	1121	Principles of Refrigeration-Part I	3	2	4
DFT	1104	Blueprint Reading	1	2	2
MAT	1101B	Fundamentals of Mathematics	2	0	2
			10	7	13

SPRING QUARTER

AHR	1125	Principles of Refrigeration Part II	3	6	5
MAT	1102	Applied Math	5	0	5
ELC	1103	Applied Electricity-Part II	2	0	2
			10	6	12

SUMMER QUARTER

AHR	1124	Air Conditioning Servicing	3	9	6
AHR	1123	Principles of Air Conditioning	3	3	4
			6	12	10

SECOND YEAR

FALL QUARTER

AHR	1126	All-Year Comfort Systems	3	9	6
PHY	1101	Human Relations	3	0	3
			6	9	9

WINTER QUARTER

AHR	1128A	Automatic Controls	2	3	3
DFT	1116	Blueprint Reading	2	2	3
WLD	1102	Basic Gas Welding	0	3	1
PSY	1101	Human Relations	3	0	3
			7	8	10

SPRING QUARTER

AHR	1128B	Automatic Controls	1	3	2
AHR	1109	Job Planning and Estimating	2	0	2
			3	3	4

SUMMER QUARTER

TOTAL QUARTER CREDIT HOURS 70

*Full Course TItles can be found in the course description section of this catalog.

AUTOMOTIVE MECHANICS

(1-Year Diploma Program)

INTRODUCTION

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment.

This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

PURPOSE

The automotive mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, adjust, and reapir automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Specific objectives of the Automotive Mechanics curriculum are to develop the following competencies:

1. Understanding of the principles of operation of the internal combustion engine to include mathematics and physics as they apply;
2. Ability to read and understand blueprints, sketches, and drawings of all automotive systems;
3. Understanding of welding knowledge basic to automotive mechanics;
4. Knowledge of human relations, business communications, and fundamentals of small business operations.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they may also service tractors, marine engines, and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine ro proper operating condition. They are responsible for the use of shop manuals and other technical publications.

Automotive mechanics in small shops usually are general mechanics qualified to perform a variety of repair jobs. In larger shops, mechanics may specialize in one particular area-i.e., engine tuneups, transmissions, and power equipment.

AUTOMOTIVE MECHANICS

FALL QUARTER

			Hours Per Week		Quarter Hours
			Class	Shop	Credit
PME	1101	Internal-Combustion Engines	5	12	9
MAT	1101	Fundamentals of Mathematics	5	0	5
ENG	1101	Reading Improvement	2	0	2
PHY	1101	Applied Science	3	0	3
			15	12	19

WINTER QUARTER

PME	1102	Automotive Fuel and Electrical Systems	5	12	9
ENG	1102	Communication Skills	3	0	3
PSY	1101	Human Relations	3	0	3
PHY	1102	Applied Science	3	0	3
			14	12	18

SPRING QUARTER

AUT	1123	Automotive Chassis, Suspension, and Braking Systems	3	9	6
PME	1103	Engine Ignition System	3	3	4
AHR	1101	Automotive Air Conditioning	2	3	3
WLD	1101	Basic Gas & Electric Welding	1	3	2
			9	18	15

SUMMER QUARTER

DFT	1101	Schematics and Diagrams: Power Mechanics	0	3	1
AUT	1124	Automotive Power-Train Systems	3	9	6
AUT	1125	Automotive Servicing	3	9	6
BUS	1103	Small Business Operations	3	0	3
			9	21	16

TOTAL QUARTER HOURS CREDIT 68

AUTOMOTIVE MECHANICS

(Part-Time Night Curriculum)

For students who are unable to undertake the full-time day curriculum, a part-time night curriculum is suggested. Students should note that this part-time program requires seven quarters of study.

FIRST YEAR

Course Title			Lec. Hrs.	Shop Hrs.	Cr. Hrs.
FALL QUARTER					
PME	1101A	Internal Combustion Engine	3	6	5
MAT	1101A	Fundamentals of Mathematics	3	0	3
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
			11	6	13

WINTER QUARTER

PME	1101B	Internal Combustion Engines	2	6	4
MAT	1101B	Fundamentals of Mathematics	2	0	2
PHY	1101	Applied Science	3	0	3
ENG	1102	Communication Skills	3	0	3
			10	6	12

SPRING QUARTER

PME	1102A	Auto Fuel and Electrical Systems	3	6	5
PHY	1102	Applied Science II	3	0	3
BUS	1103	Small Business Operations	3	0	3
			9	6	11

SUMMER QUARTER

PME	1102B	Auto Fuel and Electrical Systems	2	6	5
AHR	1101	Auto Air Conditioning	2	3	3
WLD	1101	Basic Gas and Electrical Welding	1	3	2
			5	12	10

SECOND YEAR

FALL QUARTER

AUT	1123A	Auto Chasis, Suspension & Braking systems	2	3	3
AUT	1124A	Auto Power-Train System	2	3	3
PME	1103	Engine Ignition System	3	3	4
			7	9	10

WINTER QUARTER

AUT	1123B	Auto Chasis, Suspension & Braking systems	1	6	3
AUT	1124B	Auto Power-Train System	1	6	3
DFT	1101	Schematics and Diagrams	0	3	1
			2	15	7

SPRING QUARTER

AUT	1125	Automotive Servicing	3	9	6

TOTAL QUARTER CREDIT HOURS 68

*Full Course Titles can be found in the course description section of this catalog.

ELECTRICAL INSTALLATION AND MAINTENANCE

(1-Year Diploma Program)

INTRODUCTION

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. More and more tradesmen are required each year to replace those leaving the industry. Thus, it is expected that the demand for electrical tradesmen will continue to increase during the 1970's. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

PURPOSE

This curriculum will provide a training program which will give the graduate a basic knowledge of electricity and the fundamentals and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION

The graduate of the electrical trades program will be qualified to enter an eletrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check-out, and maintenance systems in residential, commercial, or industrial areas. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motors and motor control systems; industrial electronic control systems; business procedures, organization, and practices; and communicative skills.

ELECTRICAL INSTALLATION AND MAINTENANCE

Course Title			Lec. Hrs.	Shop Hrs.	Cr. Hrs.
FALL QUARTER					
ELC	1124	Residential Wiring	5	12	9
ENG	1101	Reading Improvement	2	0	2
MAT	1115	Electrical Math	3	0	3
PHY	1101	Applied Science I	3	0	3
			13	12	17
WINTER QUARTER					
ELC	1112	Direct and Alternating Current	5	12	9
MAT	1116	Electrical Math	3	0	3
ENG	1102	Communication Skills	3	0	3
PHY	1102	Applied Science II	3	0	3
			14	12	18
SPRING QUARTER					
ELC	1113	Alternating Current and Direct current Machines and Controls	5	12	9
ELN	1118	Industrial Electronics, Components	3	6	5
PSY	1101	Human Relations	3	0	3
DFT	1113	Blueprint Reading-Electrical	0	3	1
			11	21	18
SUMMER QUARTER					
ELC	1125	Commercial and Industrial Wiring	5	12	9
BUS	1103	Small Business Operations	3	0	3
DFT	1112	Blueprint Reading-Building trades	0	3	1
			11	21	18

TOTAL QUARTER HOURS CREDIT 71

ENVIRONMENTAL SCIENCE TECHNOLOGY
(Associate Degree Program)

INTRODUCTION

During the last few years our ever-increasing population and spiraling environmental problems have caused local, state and national concern. Increasing pressure from the public and stricter environmental quality laws have caused industry, business and government agencies to show new interest in environmental quality. The trend is toward solving many of the problems we have created in the environment and conserving the natural resources we have left.

PURPOSE

This curriculum has been designed to produce a trained technician who will be able to assist in solving many of our environmental problems dealing with air, water, and chemical pollution. Persons trained in the field will be prepared to help in conserving our natural resources as well as in eliminating environmental conditions that could lead to health hazards.

JOB DESCRIPTION

Graduates will be qualified for employment in such fields as environmental planning and organization, wildlife protection through conservation and problem solving in pollution of air, water and land.

ENVIRONMENTAL SCIENCE TECHNOLOGY

FALL QUARTER

ENG	110	Grammar	3	0	3
MAT	151	Technical Mathematics I	5	0	5
PHY	101	Properties of Matter	3	2	4
ENV	101	Environmental Sanitation	2	3	3
ENV	104	Environmental Biology	2	3	3
			15	8	18

WINTER QUARTER

ENG	111	Composition	3	0	3
MAT	152	Technical Mathematics II	5	0	5
PHY	102	Work, Energy, Power	3	2	4
ENV	102	Applied Microbiology	2	3	3
DFT	101	Technical Drafting	0	6	2
			13	11	17

SPRING QUARTER

ENG	220	Report Writing	3	0	3
CIV	101	Surveying	2	6	4
DFT	102	Drafting	0	6	2
ELC	205	Basic Electricity	2	4	4
			7	16	13

SUMMER QUARTER

COE	101	Cooperative Education (Practicum)	0	40	4
			0	40	4

FALL QUARTER

ENG	204	Oral Communications	3	0	3
CIV	108	Basic Hydraulics	2	4	4
ENV	204	Sanitation Chemistry and Biology	2	6	5
EDP	117	Compiler Language (FORTRAN)	2	4	4
			9	14	16

WINTER QUARTER

ECO	102	Economics I	3	0	3
ENV	205	Sanitation Chemistry and Biology	2	6	5
ENV	216	Water Purification	3	2	4
ENV	217	Liquid Waste Treatment	3	2	4
ENV	112	Atmospheric Air Sampling	2	3	3
			13	13	19

SPRING QUARTER

BUS	272	Principles of Supervision	3	0	3
ENV	206	Sanitation Chemistry and Biology	2	6	5
ENV	218	Liquid Waste Treatment	3	2	4
ENV	235	Codes, Contracts, Specifications, and Estimates	2	3	3
ENV	226	Atmosphere Air Analysis;	2	3	3
			12	14	18

INDUSTRIAL MAINTENANCE TECHNOLOGY

(Associate of Applied Science Degree Program)

INTRODUCTION

With increasing demands on plant engineers, due to rapid changing technology, the role of the plant maintenance technician is being emphasized to a greater extent than ever before by industrial management. Each year the need for graduates with the skills and knowledge in the field of Industrial Maintenance Technology increase tremendously. In the utilities industry alone, estimates indicate over twice the present need at this position over the next decade.

PURPOSE

The industrial Maintenance Technology Curriculum is designed to provide education in the basic knowledge, fundamentals, and industry practices in the maintenance and repair of industrial machinery and equipment. It will train a person to be a well-rounded maintenance mechanics technician who can perform the following skills: welding, blueprint reading and sketching, machining, rigging, pipe fitting, pump and compressor maintenance, and report writing.

JOB DESCRIPTION

The maintenance technician repairs and maintains in accordance with drawings, diagrams, sketches, operation manuals and manufacturers specifications: machinery, mechanical equipment such as pumps, compressors, boilers, motors, hydraulic devices, and production machines found in industrial plants. He uses hand tools, power tools, machine tools, welding equipment, and precision-measuring and testing instruments.

He must observe mechanical devices in operation and listen to their sounds to locate causes of trouble. Much of his time is spent in preventative maintenance. He also keeps maintenance records and writes reports on the equipment he services and repairs.

INDUSTRIAL MAINTENANCE TECHNOLOGY

FIRST YEAR

Course Title*

FALL QUARTER

			Lec. Hrs.	Shop/Lab	Cr. Hrs.
ENG	110	Grammar	3	0	3
MAT	151	Tech. Math	5	0	5
PHY	101	Physics: Wk. Power Energy	3	0	3
ISC	102	Industrial Safety	3	0	3
			14	0	14

WINTER QUARTER

ENG	111	Composition	3	0	3
MAT	152	Tech. Math	5	0	5
PHY	102	Physics: Prop. of Mat.	3	0	3
DFT	118	Drafting & Blueprint Interpretation	3	0	3
ISC	120	Principles of Industrial Management	3	0	3
			17	0	17

SPRING QUARTER

ENG	220	Report Writing	3	0	3
ELC	101	Fund of Elc.	4	6	6
PSY	126	Science of Human Relations	3	0	3
ECO	102	Economics	3	0	3
			13	6	15

SUMMER QUARTER

COE	101	Work Experience	0	40	4

SECOND YEAR

FALL QUARTER

ENG	204	Oral Communication	3	0	3
WLD	121	Arc Welding	3	12	7
MEC	205	Strgh. of Mat	3	2	4
		Elective	3	0	3
			12	14	17

WINTER QUARTER

MEC	101	Machine Proc.	3	12	7
MEC	235	Hyd. & Pneu.	3	3	4
SOC	101	Introduction to Soc.	3	0	3
		Elective	3	0	3
			12	15	17

SPRING QUARTER

MEC	102	Machine Processes	3	12	7
MEC	103	Millwright	3	0	3
POL	201	Govt-State & Local	3	0	3
		Elective	3	0	3
			12	12	16

TOTAL QUARTER HOURS CREDIT 96

*Full Course Titles can be found in course description section of this catalog.

LEARNING MEDIA PRODUCTION TECHNOLOGY

INTRODUCTION

The increasing use of audio visual materials in instruction has created a demand for specially trained technicians. These media technicians will be instructed in the techniques of production of AV materials; as well as being trained to assist and advise instructors in selecting and utilizing materials most appropriate to to their instructional objectives.

PURPOSE

The Learning Media Production Technology program provides students with knowledge and skills in the production of communications media, including photography, film, graphic arts, television, sound recording, and various combinations of these media. Audiovisual courses include such subjects as materials and machines used in the field, specific audiovisual skills and their relation to the learning process, and verbal ideas into audio and/or visual materials. As a part of their course work, students will produce audiovisual materials for use in live teaching and learning situations

JOB DESCRIPTION

Graduates will work in media centers (audiovisual or instructional resource centers) or schools and/or colleges, or in commercial and industrial audiovisual departments, preparing materials for use in dissemination of information or for use as an integral part of the total instructional process.

LEARNING MEDIA PRODUCTION TECHNOLOGY

(Associate in Applied Science Degree Program)

			Hours Per Week		Quarter Hours
FALL QUARTER			Class	Lab	Credit
ENG	110	Grammar	3	0	3
DES	101	Basic Drawing	2	4	4
DES	110	Creative Problem Solving	1	0	1
CAT	116	Photography I	2	6	5
MMT	110	Role of Media in Instruction I	3	0	3
			11	10	16

WINTER QUARTER

BUS	102	Typing I	2	3	3
DES	109	Graphic Design	2	3	3
CAT	117	Photography II	2	6	5
MMT	101	Role of Media in Instruction II	3	0	3
MMT	105	Equipment Use and Maintenance	1	3	3
			10	15	17

SPRING QUARTER

DES	124	Type and Lettering	2	4	4
PSY	108	Psychology of Communications	3	0	3
MMT	117	Sound Recording	2	4	4
MMT	120	Scriptwriting	2	3	3
MMT	140	Educational Films	3	0	3
			12	11	17

FALL QUARTER

CAT	200	Filmmaking	2	6	5
DES	207	Art Media	2	3	3
MMT	216	Projected Visuals	2	6	5
EDU	110	Contemporary Education	3	0	3
			9	15	16

WINTER QUARTER

MMT	206	Individualized Instruction I	2	3	3
MMT	215	Video Tape Recording	2	6	5
MMT	208	Media Problems I	0	6	3
MMT	230	Learning and Information Resources	3	0	3
		Elective	3	0	3
			10	15	17

SPRING QUARTER

MMT	207	Individualized Instruction II	2	3	3
MMT	235	Learning Resource Center Procedures	3	0	3
MMT	240	Media Management	3	0	3
MMT	209	Media Problems II	0	6	3
		Elective	3	0	3
			11	9	15

MECHANICAL DRAFTING

(1 Year Diploma Program)

INTRODUCTION

Local and area industries are constantly seeking individuals with professional level drafting skills for positions in engineering and drafting departments. This curriculum provides a means for both individuals currently employed in industry and those seeking employment to acquire a high degree of skill and technical knowledge in the constantly expanding field of mechanical drafting.

PURPOSE

This program is designed to prepare students for entry level jobs in the field of mechanical drafting. Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Students receive extensive specialized training required to prepare accurate, detail and working drawings for engineers, designers, architects or inventors.

JOB DESCRIPTION

Draftsmen prepare clear, complete, accurate working drawings with full specifications and notes based on preliminary sketches, notes and designs. Draftsmen work closely with engineers, designers, architects, plant and shop employees and must have a working knowledge of various machines, engineering practices, mathematics, handbooks and technical manuals, as well as basic skills on the drawing board.

Mechanical draftsmen specialize in working with machined parts and mechanical devices. Skillful mechanical draftsmen can easily transfer their skills to other types of drafting and numerous related fields.

MECHANICAL DRAFTING

Course Title*			Lec. Hrs.	Shop Hrs.	Credit Hrs.
FALL QUARTER					
DFT	1121	Drafting I	4	12	8
MAT	1101	Fundamentals of Mathematics	5	0	5
PHY	1101	Applied Science I	3	0	3
ENG	1101	Reading Improvement	2	0	2
			14	12	18
WINTER QUARTER					
DFT	1122	Drafting II	4	12	4
MAT	1103	Geometry	3	0	3
PHY	1102	Applied Science II	3	0	3
ENG	1102	Communication Skills	3	0	3
ISC	101	Industrial Safety	2	0	2
			15	12	19
SPRING QUARTER					
DFT	1131	Mechanical Drafting I	5	12	9
MAT	1104	Trigonometry	3	0	3
PSY	1101	Human Relations	3	0	3
MEC	1113	Machine Processes I	2	3	3
			13	15	18

SUMMER QUARTER

DFT	1132	Mechanical Drafting II	5	12	9
MEC	1114	Machine Processess II	2	3	3
MEC	1115	Property and Treatment of Metals	3	2	4
			10	17	16

TOTAL QUARTER HOURS CREDIT 71

*Full Course Titles can be found in the course description section of this catalog.

1 credit for MAT 1101 may be received by Mathematics Placement Examination during admissions period..

MECHANICAL DRAFTING

(Part-Time Night Curriculum)

For students who are unable to undertake the full-time day curriculum, shown on the previous page, a part-time night curriculum is suggested. Students should note that this part-time program requires two years of study.

FIRST YEAR

FALL QUARTER

DFT	1121A	Drafting I	2	6	4
MAT	1101A	Fundamentals of Math	3	0	3
ISC	101	Industrial Safety	2	0	2
			7	6	9

WINTER QUARTER

DFT	1121B	Drafting I	2	6	4
MAT	1101B	Fundamentals of Math	2	0	2
ENG	1101	Reading Improvement	2	0	2
			6	6	8

SPRING QUARTER

DFT	1122A	Drafting II	2	6	4
MAT	1103	Geometry	3	0	3
ENG	1102	Communication Skills	3	0	3
			8	6	10

SUMMER QUARTER

DFT	1122B	Drafting II	2	6	4
MAT	1104	Trigonometry	3	0	3
MEC	1115	Treatment of Metals	3	2	4
			8	8	11

SECOND YEAR

FALL QUARTER

DFT	1131A	Mechanical Drafting I	3	6	5
PHY	1101	Applied Science I	3	0	3
			6	6	8

WINTER QUARTER

DFT	1131B	Mechanical Drafting I	2	6	4
PHY	1102	Applied Science II	3	0	3
PSY	1101	Human Relations	3	0	3
			8	6	10

SPRING QUARTER

DFT	1132A	Mechanical Drafting II	3	6	5
MEC	1113	Machine Processes I	2	3	3
			5	9	8

SUMMER QUARTER

DFT	1132B	Mechanical Drafting II	2	6	4
MEC	1114	Machine Processes II	2	3	3
			4	9	8

TOTAL QUARTER HOURS CREDIT 71

RECREATION TECHNOLOGY

(Associate of Applied Science Degree Program)

INTRODUCTION

With ever growing amounts of leisure time in modern society, qualified individuals who are trained in directing leisure and recreational activities are being sought for positions in municipal recreation departments. Young Men and Young Women's Christian Associations, prisons, camps, workshops, and numerous other private and public organizations.

PURPOSE

To give the student a knowledge of athletics, creative arts, general education and field experience, and to prepare him or her for entry into the field of recreation in both private and public occupations

JOB DESCRIPTION

Graduates of Recreation Technology may be employed as coordinators and directors of a wide range of athletic, art and craft, and related leisure time activities. Activities which graduates might assume leadership and direction of include: individual and team sports such as golf, tennis, soccer, basketball, and karate; arts and crafts including weaving, woodcarving, ceramics, decoupage, macrame, and leathercraft; related activities may include direction of music, dance, drama and nature study. Such jobs are complex and demanding and require strong leadership development.

RECREATION TECHNOLOGY

FIRST YEAR

FALL QUARTER

Course Title			Lecture	Shop/Lab	Credit Hrs.
ENG	110	Grammar	3	0	3
SOC	101	Gen. Sociology	3	0	3
REC	101	Intro. to Recreation	3	0	3
SPT	105	Team Sports	2	3	3
CFT	101	Intro. to Arts & Crafts	2	6	4
			13	9	16

WINTER QUARTER

			Lecture	Shop/Lab	Credit Hrs.
ENG	111	Composition	3	0	3
BIO	115	Natural Science I	3	2	4
HED	101	Environmental Health	3	0	3
CFT	102	Crafts I	2	6	4
ART	110	Color & Design I	2	3	3
			13	11	17

SPRING QUARTER

			Lecture	Shop/Lab	Credit Hrs.
ENG	220	Report Writing	3	0	3
CFT	103	Crafts II	2	6	4
SPT	106	Individual Sports	2	3	3
ART	112	Lettering and Advertising Design	2	3	3
BIO	201	Natural Science II	3	2	4
			12	14	17

SUMMER QUARTER

			Lecture	Shop/Lab	Credit Hrs.
ENG	204	Oral Communications	3	0	3
SPT	251	Beginning Swimming	1	5	3
SPT	252	Advanced Swimming	1	5	3
SPT	201	Water Related Sports	2	3	3
CFT	104	Crafts III	2	6	4
			9	19	13

SECOND YEAR

FALL QUARTER

			Lecture	Shop/Lab	Credit Hrs.
REC	102	Outdoor Recreation	3	3	4
REC	205	Group Leadership	3	0	3
CFT	220	Ceramics I	2	6	4
REC	210	Field Work I	1	7	3
			9	16	14

WINTER QUARTER

			Lecture	Shop/Lab	Credit Hrs.
PSY	101	Prin. of Psychology	3	0	3
HED	102	First aid & Emergency Care	3	2	4
CFT	221	Ceramics II	2	6	4
REC	211	Field Work II	1	7	3
			9	15	14

SPRING QUARTER

			Lecture	Shop/Lab	Credit Hrs.
REC	216	Program Planning & Organization	3	0	3
REC	217	Music, Dance, & Drama	2	3	3
REC	206	Tournament Design & Structure	3	0	3
REC	212	Field Work	1	7	3
			9	10	12

TOTAL CREDITS FOR RECREATION TECHNOLOGY DEGREE 103

*Full course titles can be found in the course description section of this catalog:

TAXIDERMY

(1-Year Diploma Program)

INTRODUCTION

Since the North Carolina Piedmont has an abundance of fish and wildlife, and because no other institution in the state offers formal instruction in Taxidermy, a one-year program in this area is now being offered by Piedmont Technical Institute.

Due to the seasonal nature of the taxidermists work, it is highly desirable that students enter this program during the summer quarter. However, those unable to begin during the summer may enroll and begin during the fall quarter.

PURPOSE

Students who receive a diploma in Taxidermy will be able to begin a small business, or they could supplement their regular income with a part-time taxidermy business.

In addition to fifty-six hours of practical experience involving actual mounting and stuffing animals, the program will encompass such related subject areas as game laws, ecology, pollution, the preservation of species, and--for the person who may be thinking of starting his own taxidermy shop--there will be a course in small business operation. There will also be general education courses interspersed in the program, namely--communication skills, reading improvement, fundamentals of mathematics and human relations.

JOB DESCRIPTION

Taxidermists prepare, stuff, and mount fish, game birds, including dove, quail, pheasant, ducks and geese, and game animals such as racoon, squirrel, fox, deer, and bear. Qualified taxidermists have the ability to artistically retouch mounted specimens in order to produce a natural and life-like appearance. Taxidermists must also have a clear understanding of local, state, and federal game laws, general ecology, and preservation of species.

TAXIDERMY

*Course Title

			Lec. Hrs.	Shop Hrs.	Cr. Hrs.
FALL QUARTER					
TXY	1101	Taxidermy I	5	9	8
WLF	1101	Ichthyology	2	3	3
ENG	1101	Reading Improvement	2	0	2
MAT	1101A	Fundamentals of Math	3	0	3
ART	1101	Art for Taxidermists	2	0	2
			14	12	18

WINTER QUARTER

TXY	1102	Taxidermy II	5	9	8
WLF	1102	Ornithology	2	3	3
WLF	1121	Ecology	1	0	1
ENG	1102	Communication Skills	3	0	3
WLF	1120	Game Laws	1	0	1
			12	12	16

SPRING QUARTER

TXY	1103	Taxidermy III	5	9	8
WLF	1103	Mammology	2	3	3
WLF	1122	Preservation of Species	1	0	1
PSY	1101	Human Relations	3	0	3
			11	12	15

SUMMER QUARTER

WLF	1111	Pollution	2	3	3
BUS	1103	Small Business Operation	3	0	3
TXY	1104	Taxidermy IV	5	9	8
			10	12	14

TOTAL QUARTER HOURS CREDIT 63

TAXIDERMY

(Part-Time Night Curriculum)

For students who are unable to undertake the full-time day curriculum, a part-time night curriculum is suggested. Students should note that this part-time program requires seven quarters of study for a diploma. Those desiring may elect to stop their program and receive a certificate after the first three quarters of study.

FIRST YEAR

SUMMER QUARTER

TXY	1101	Taxidermy I	5	9	8
WLF	1120	Game Laws	1	0	1
			6	9	9

FALL QUARTER

TXY	1102	Taxidermy II	5	9	8
ART	1101	Art for Taxidermy	2	0	2
			7	9	10

WINTER QUARTER

TXY	1103	Taxidermy III	5	9	8
ENG	1101	Reading Improvement	2	0	2
			7	9	10

SPRING QUARTER

WLF	1111	Pollution	2	3	3
WLF	1121	Ecology	1	0	1
MAT	1101A	Fundamentals of Math	3	0	3
ENG	1102	Communication Skills	3	0	3
BUS	1103	Small Business Operation	3	0	3
			12	3	13

SECOND YEAR

**SUMMER QUARTER

WLF	1101	Ichthyology	2	3	3
WLF	1122	Preservation of Species	1	0	1
			3	3	4

FALL QUARTER

WLF	1102	Ornithology	2	3	3
PSY	1101	Human Relations	3	0	3
TXY	1104A	Taxidermy IV	3	4	4
			8	7	10

**WINTER QUARTER

WLF	1103	Mammalogy	2	3	3
TXY	1104B	Taxidermy IV	2	5	4
			4	8	7

TOTAL QUARTER CREDIT HOURS 63

*Full Course Titles can be found in the course description section of this catalog.

**Students on veterans benefits may enroll in additional elective subjects and laboratory work in order to broaden their training.

WELDING

(1-Year Diploma Program)

INTRODUCTION

The welding curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed manpower survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security, and a future of continuous employment with steady advancement. It offers employment in practically any industry-shipbuilding, automotive, aircraft, guided missiles, railroad, construction, pipe fitting, production shop, job shop, and many others.

PURPOSE

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

Objectives of the welding curriculum are to develop the following competencies:

1. Understanding of the principles of operation of oxyacetylene, arc, and inert gas welding;
2. Complete mastery of all manual welding and related testing, inspection practices;

3. Understanding of the physics and mathematics applicable to welding;
4. Ability to read and interpret blueprints, drawings, mechanical patterns, and sketches;
5. Knowledge of human relations and business communications.

JOB DESCRIPTION

Welders join metals by applying intense heat and sometimes pressure to melt the edges of the metals together to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric-arc or gas-welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill, with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING

Course Title			Lec. Hrs.	Shop Hrs.	Cr. Hrs.
FALL QUARTER					
WLD	1120	Oxyacetylene Welding & Cutting	3	12	7
MAT	1101	Fundamentals of Mathematics	5	0	5
DFT	1104	Blueprint Reading-Mechanical	1	2	2
PHY	1101	Applied Science	3	0	3
ENG	1101	Reading Improvement	2	0	2
			14	14	19
WINTER QUARTER					
WLD	1121	Arc Welding	3	12	7
MAT	1103	Geometry	3	0	3
DFT	1117	Blueprint Reading-Welding	0	3	1
PHY	1102	Applied Science	3	0	3
ENG	1102	Communication Skills	3	0	3
			12	15	17
SPRING QUARTER					
WLD	1124	Pipe Welding	3	12	7
WLD	1123	Inert Gas Welding	1	3	2
WLD	1112	Mechanical Testing & Inspection	1	3	2
DFT	1118	Pattern Development & Sketching	0	3	1
PSY	1101	Human Relations	3	0	3
			8	21	15
SUMMER QUARTER					
WLD	1122	Commercial & Industrial Practices	3	9	6
WLD	1125	Certification Practices	3	6	5
MEC	1112	Machine-Shop Practices	0	6	2
BUS	1103	Small Business Operations	3	0	3
			9	21	16

TOTAL QUARTER CREDIT HOURS 67

WELDING

(Part-Time Night Curriculum)

For students unable to undertake the full-time day curriculum, a part-time night curriculum is suggested. Students should not that this part-time program requires two years of study.

FIRST YEAR

FALL QUARTER

Course Title*			Lec. Hrs.	Shop Hrs.	Cr. Hrs.
WLD	1120A	Oxyacetylene Welding & Cutting	1	6	3
MAT	1101A	Fundamentals of Mathematics	3	0	3
DFT	1104	Blueprint Reading-Mech.	1	2	2
ENG	1101	Reading Improvement	2	0	2
			7	8	10

WINTER QUARTER

WLD	1120B	Oxyacetylene Welding & Cutting	2	6	4
MAT	1101B	Fundamentals of Mathematics	2	0	2
ENG	1102	Communications Skills	3	0	3
PSY	1101	Human Relations	3	0	3
			10	6	12

SPRING QUARTER

WLD	1121A	Arc Welding	2	6	4
MAT	1103	Geometry	3	0	3
WLD	1112	Mechanical Testing & Inspection	1	3	2
			6	9	9

SUMMER QUARTER

WLD	1121B	Arc Welding	1	6	3
MEC	1112	Machine Shop Practices	0	6	2
DFT	1117	Blueprint Reading-Welding	0	3	1
			1	15	6

SECOND YEAR

FALL QUARTER

WLD	1124A	Pipe Welding	2	6	4
WLD	1123	Inert Gas Welding	1	3	2
PHY	1101	Applied Science I	3	0	3
			6	9	9

WINTER QUARTER

WLD	1124B	Pipe Welding	1	6	3
DFT	1118	Pattern Development & Sketching	0	3	1
PHY	1102	Applied Science II	3	0	3
BUS	1103	Small Business Operations	3	0	3
			7	9	10

SPRING QUARTER

WLD	1122	Commercial & Industrial Practices	3	9	6
WLD	1125A	Certification Practices	1	3	2
			4	12	8

SUMMER QUARTER

WLD	1125B	Certification Practices	2	3	3

TOTAL QUARTER CREDIT HOURS 67

*Full Course Titles can be found in the course description section of this catalog.

NOTES

NOTES

Course Descriptions
of
Both Divisions

COURSE DESCRIPTIONS OF BOTH DIVISIONS

Lecture Lab Credit

AGR 101 Farm Tractor Mechanics I 2 6 4

A study of farm tractors, including gas and diesel engines. Units to be studied include engines and ignition, electrical, braking, cooling and transmission systems.

AGR 102 Farm Business Management 2 0 2

A review of the functions of the manager of a business firm and the problems of farm operators. Development of the concepts of costs and budgets as an aid in choosing what to produce. An analysis of the factors of production to find the least cost-production procedure. Data will be analyzed to select the level of production that yields the highest net revenue. Relationships between size and efficiency and gross farm income and net farm income will be stressed. The course will also include information as to records and accounting methods related to farm needs which acquaints the student with terminology, basic principles and techniques used in recording transactions.

AGR 103 Farm Tractor Mechanics II 1 3 2

This course teaches the student to overhaul tractor engines. Includes a study of engine types and construction; component parts, repair and servicing; and lubricants and lubricating systems.

AGR 104 Swine Feeding and Management 2 2 3

A study of the scientific methods of selecting, breeding, feeding, and management of swine. Special attention will be given to housing and marketing.

AGR 105 Pastures and Forage Crops 2 0 2

A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting, and nutrient value.

AGR 106 Techniques of Welding I 1 3 2

This course will cover both arc and gas welding. The safe and correct methods of assembling and operating welding equipment will be stressed. Welded joints and flame cutting are discussed and practiced in various positions that are applicable to mechanical repair work and steel fabrication. Care, maintenance, and selection of welding equipment and supplies are applied in this course.

AGR 108 Beef Production 2 0 2

A study of the principles of selecting, breeding, feeding, care, and management of beef cattle.

AGR 109 Soil Science 2 0 2

This course deals with the development, classification, evaluation, and management of soils, as well as the care, cultivation and conservation of soil fertilization.

AGR 110 Techniques of Welding II 2 6 4

Continued practice in oxyacetylene and arc welding is the major emphasis of this course. Oxyacetylene procedures such as running flat beads, butt welding in the flat, vertical and overhead welding, brazing and hard and soft soldering will be covered. In arc welding, running beads and butt and fillet welds in all positions are made and tested. Repairs using different welds on farm machinery will be covered when the student reaches acceptable proficiency. Product design and layout for initial building or repairs is also stressed.

AGR 111 Farm Electrification I 2 6 4

A study of basic principles of wiring farm buildings and the application of electricity to agricultural production.

AGR 112 Farm Electrification II 1 3 2

Course emphasis is on installation of wiring in residential and farm buildings, with applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations. Construction principles and blueprint reading will also be a part of the course.

AGR 117 Feeds and Feeding Farm Animals 2 0 2

A study of the composition of feeds, feed additives, and the nutritional requirements of livestock. The course includes a study of the principles used in the formulation of practical and economical livestock rations.

AGR 118 Feed Grain Crops 2 0 2

This course stresses the value of scientific methods in the production of corn, oats, wheat, barley, and sorghum. Varieties, soils, fertilization, cultivation, harvesting, and utilization of these crops are included topics.

AGR 121 Weed Identification and Control 2 0 2

A study dealing with the identification and control of annual and perennial weeds and grasses of economic importance in North Carolina.

AGR 122 Farm Machinery Repair and Maintenance I 1 3 2

This course emphasizes the proper care of farm machinery and the economic value of proper servicing and management. All kinds of farm machinery will be utilized and the student will develop skills through actual demonstrations and shop practice.

AGR 123 Farm Machinery Repair and Maintenance II 2 6 4

Course includes welding of farm equipment for repair, properties of metals, lubricants, proper adjustments, safety features of equipment, and maintenance procedures.

AGR 124 Plant Propagation 2 0 2

The various means of plant reproduction are scientifically studied. Special attention is given to the propagation of shrubs for the home landscape plan.

AGR 126 Farm Forest Management 2 0 2

A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting, and marketing.

AGR 128 Farm and Home Construction I 2 6 4

This course deals with the fundamentals of farm carpentry, fences, concrete, and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets.

AGR 129 Farm and Home Construction II 1 3 2

A study of farm structures, grade(s) of lumber, building foundations, layout, correct measure of framing, and blueprint reading.

AGR 130 Pesticides 2 0 2

A study of the beneficial and harmful insects affecting farm production in North Carolina and the methods of control.

AGR 132 Livestock Diseases and Parasites 2 0 2

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases; and management factors relating to disease and parasite prevention and control.

AGR 133 Farm Water and Plumbing Systems I 1 3 2

This course is a study of the farm water needs and waste disposal. Attention is given to planning and installing the system and its proper care and maintenance.

AGR 134 Tobacco Production 2 0 2

This course discusses the production practices that are relevant to flue-cured tobacco in North Carolina. Emphasized will be plant-bed practices and field production-machinery, cultural practices, fertilization, harvesting and marketing.

AGR 138 Farm Records and Taxes 2 0 2

This is a study of the records necessary to properly complete a tax form and the procedures and skills needed for income-tax computations.

AGR 139 Fertilizers and Lime 2 0 2

A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; and application of fertilizer and liming materials.

AGR 140 Vegetable Production 2 0 2

This course stresses the production practices involved in land care and use for vegetable farming. Emphasis will be placed on harvesting and marketing.

AGR 141 Surveying 2 2 3

Theory and practice of elementary plane surveying, including horizontal measurements, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.

AGR 150 Farm Machinery Repair and Maintenance III 1 3 2

Course includes repair of discs, plows, combines, and other farm equipment. Metal properties, shaping of parts, and how to repair for safety and efficiency constitutes the major emphasis of this course.

AGR 164 Tobacco Research and Technology 2 0 2

A study of the most recent research of tobacco varieties, potential yield per acre, resistance to diseases, and production methods. Harvesting equipment and other mechanical improvements to tobacco production will be given major emphasis.

AGR 166 Masonry I 1 3 2

A study of masonry materials as applied in the building of small structures. Includes practice in making foundations, bonds, brickwork joints, and wall construction.

AGR 167 Masonry II 1 3 2

This course includes a study of pattern bonds, concrete floor and pavements, finishing techniques, and terminology, and involves continued practice of laying brick and block.

AGR 170 Veterinary Medicine 2 0 2

A study of farm-animal diseases and corrective veterinary medicine and procedures.

AGR 173 Farm Tractor Mechanics III 1 3 2

This course involves continued practice by the student in overhauling tractor engines, with additional emphasis on component parts and servicing.

AGR 174 Herbicides and Weed-Control Methods 2 0 2

A study of herbicides, their characteristics and uses, and a description of control methods, including cultural practices.

AGR 175 Commercial Vegetable and Small Fruit Production 2 0 2

A study of the production practices and principles involved in vegetable and small-fruit (cucumbers, snap beans, squash, tomatoes, strawberries, grapes, and such) operations.

AGR 176 Landscape Design 2 0 2

A study of the principles of landscape development, division of home and farm grounds, foundation planting, lawns, boundary plantings, screens, and hedges, as well as vegetable-and fruit-growing sections, work areas and service yards, walks, and driveways.

AHR 1101 Automotive Air Conditioning 2 3 3

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102

AHR 1109 Job Planning and Estimating 2 0 2

Estimating loads and capacity of refrigeration and cooling units through the use of manuals, tables, and charts. Students will be expected to acquire sufficient knowledge to determine and recommend the adequate sizing of cooling units for specific uses either in homes or industry.
Prerequisite: MAT 1101

AHR 1116 Oil Burner Installation and Service 4 6 6

An introduction to the principle of heating, terminology, and the use and repair of equipment. Also included will be maintenance and service of heating units and diagnosing troubles within installation. Thermostat controls are also a part of this course.

AHR 1117 Gas Burners, Electric Heat and Liquid Heat Applications 4 3 5

An introduction to the principles of heating with the use of gas, electric, or liquid heat units. The course includes installation and service to the above forms of heating units. The course will also include servicing and corrective maintenance techniques as they apply to the above three forms of heating units.

AHR 1121 Principles of Refrigeration I 3 2 4

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; and the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1123 Principles of Air Conditioning 2 4 4

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air-conditioned space. Installation of various ducts and line needed to connect various components is made.

AHR 1124 Air Conditioning Servicing 3 9 6

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air-conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing, and adjusting of air-conditioning equipment, plus location and correction of equipment failure.

AHR 1125 Principles of Refrigeration II 3 6 5

A more advanced study in refrigeration principles.
Prerequisite: AHR 1121

AHR 1126 All-Year Comfort Systems 3 9 6

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for all-year comfort will be studied and set up in the laboratory. Included will be oil-fired systems, gas-fired systems, water-circulating systems, and electric-resistance systems. Installation of heat pumps will be studied, along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.

AHR 1128 Automatic Controls 3 6 5

The study of various control thermostat systems used by manufacturers for the installation of their equipment. This course includes resetting and calibrating of control units used on the various heating systems. The principles of how these controls work is also discussed.

ART 110 Color and Design I 3 6 5

A study of color theory and of the elements and principles of design through practical application on two-dimensional and three-dimensional surfaces.

ART 112 Lettering and Advertising Design 3 6 5

An introduction to lettering and practical printing techniques. Development of skills in commercial layout and illustration. Prerequisite 110

ART 1101 Art for Taxidermy 2 0 2

Practical art techniques including the mixing and application of paint to animal bodies, making paper mache' bases, and cutting and leveling wall plaques for mounting the animals.

AUT 1123 Automotive Chassis, Suspension, and Braking System 3 9 6

Principles and functions of the components of automotive chassis, as well as practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, linkage, and front-end alignment. A complete study of various braking systems employed on automobiles and lightweight trucks, with emphasis placed on how they operate, proper adjustment, and repair.

AUT 1124 Automotive Power-Train Systems 3 9 6

Principles and functions of automotive power-train systems; clutches, transmission gears, torque converters, drive-shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair.

AUT 1125 Automotive Servicing 3 9 6

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, and repairing and replacing.

BIO 115 Natural Science I 3 2 4

An orientation to natural science, emphasizing the zoological and botanical aspects as opposed to the physical. Presents a basic understanding of man as a biological organism in nature.

BIO 201 Natural Science II 3 2 4

A continuation of Natural Science I.
Prerequisite: BIO 115

BUS 101 Introduction to Business 5 0 5

A survey of the business world, with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

BUS 102 Typewriting I 2 3 3

Introduction to the touch-typewriting system, with emphasis on correct techniques correct posture, mastery of the key board, simple business correspondence, tabulation, manuscripts, and application letters.
Prerequisite: None. Speed requirement, 30 words per minute on a five-minute timed writing with 5 errors or less for a grade of "P" and 35 words per minute on a five-minute timed writing with 5 errors or less for a grade of "H".

BUS 103 Typewriting II 2 3 3

Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 102 or the equivalent. Speed requirement, 40 words per minute on a five-minute timed writing with 5 errors or less for a grade of "P" and 45 words per minute on a five-minute timed writing with 5 erros or less for a grade of "H".

BUS 104 Typewriting III 2 3 3

Emphasis on production typing problems and speed building. Attention given to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.
Prerequisite: BUS 103 or the equivalent. Speed requirements 50 words per minute on a five-minute timed writing with 5 errors or less for a grade of "P" and 55 words per minute on a five-minute timed writing with 5 erros or less for a grade of "H".

BUS 106 Shorthand I 3 2 4

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.
Prerequisite: None. Speed requirement, 60 words per minute on an exercise dealing with familiar material.

BUS 107 Shorthand II 3 2 4

Continued study of theory, with greater emphasis on dictation and transcription.
Prerequisite: BUS 106 or the equivalent. Speed requirement, 80 words per minute on an exercise dealing with familiar material.

BUS 108 Shorthand III 3 2 4

Theory and speed building, Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: BUS 107. Speed requirement, 100 words per minute on an exercise dealing with familiar material.

BUS 110 Office Machines 2 2 3

A general survey of the standard business and office machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding-listing machines, full-key adding-listing machines, printing calculator, rotary calcultor, electronic display calculator, electronic printing calculator, and spirit duplicator.

BUS 112 Filing 3 0 3

Fundamentals of indexing and filing, combining theory and practice by the use of minature letters, filing boxes, and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

BUS 115 Business Law I 3 0 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 116 Business Law II 3 0 3

Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.
Prerequisite: BUS 115.

BUS 120 Accounting I 5 2 6

Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: MAT 110.

BUS 121 Accounting II 5 2 6

Partnership and corporation accounting, including a study of payrolls and federal and state taxes. Emphasis is placed on the recording, summarizing, and interpreting of data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.
Prerequisite: BUS 120

BUS 123 Business Finance I 3 0 3

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

BUS 124 Business Finance II 3 0 3

Financing; Federal, State, and local government; and the ensuing effects upon the economy. Factors affecting supply of funds and monetary and credit policies. Prerequisite: BUS 123

BUS 205 Advanced Typewriting IV 2 3 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents.

Prerequisite: BUS 104. Speed requirement, 55 words per minute on a five-minute timed writing with 5 errors or less for a grade of "P" and 60 words per minute on a five-minute timed writing with 5 errors or less for a grade of "H".

BUS 206 Dictation and Transcription I 3 2 4

Developes the skill of taking dictation and of transcribing, at the typewriter, materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required on new material, mailable copy. Prerequisite: BUS 108.

BUS 207 Dictation and Transcription II 3 2 4

Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of a business office. Minimum dictation rate of 90 words per minute required on new material, mailable copy. Prerequisite: BUS 206.

BUS 208 Dictation and Transcription III 3 2 4

Principally a speed-building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 100 words per minute required on new material, mailable copy; however, the student will be required to demonstrate proficiency in executive dictation and producing mailable copy are also required. Prerequisite: BUS 207.

BUS 210 Office-Practice Typing 2 3 3

Designed to familiarize the student with the forms and routines found in a typical business. Emphasis is placed upon correct procedures and adaptability to varying office methods. Prerequisite: BUS 205.

BUS 211 Advanced Office Machines 2 2 3

Provides an opportunity for the student to use knowledge gained in the office machines course (BUS 110) in a practical, on-the-job type application through the use of a practice set. Prerequisite: BUS 110.

BUS 212 Machine Transcription 1 2 2

A study and practice course in the use of transcribing machines in business dictation. Proficiency in word usage, correct grammar, and letter styles will be emphasized.
Prerequisite: BUS 103.

BUS 213 Office Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a general office worker during the work day. These include the following: receptionist duties, handling the mail, answering and making telephone calls and relaying messages, obtaining and relaying travel information, sending and delivering telegrams, keeping office records, purchasing supplies, organizing the office, and scheduling appointments. The student will be helped with certain problem areas, such as how to handle callers who do not have an appointment but insist on seeing the boss when he is busy.

BUS 214 Secretarial Procedures 3 2 4

Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following; receptionist duties, handling the mail, answering and making telephone calls and relaying messages, obtaining and relaying travel information, sending and delivering telegrams, keeping office records, purchasing supplies, organizing the office, and filing insurance claims.

BUS 222 Accounting III 5 2 6

Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other topics the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.
Prerequisite: BUS 121.

BUS 223 Accounting IV 5 2 6

Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid in capital, retained earnings, and special analytical processes. Prerequisite: Bus 222.

BUS 225 Cost Accounting 3 2 4

Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost and standard cost principles and procedures; selling and distribution cost; budgets; and executive use of cost figures.

BUS 229 Taxes 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes; income payroll, intangible, capital gain, sales and use, excise, and inheritance.
Prerequisite: BUS 121

BUS 232 Sales Development 3 0 3

A study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

BUS 233 Personnel Management 3 0 3

Principles of organization and management of personnel, procurement, training, performance reviews, fringe benefits, and security are given attention. Both the methods of evaluating individual performance and the conducting of performance reviews are stressed.

BUS 235 Business Management 3 0 3

Principles of business management, including an overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business qualifications and requirements.

BUS 239 Marketing 3 0 3

A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

BUS 243 Advertising 3 0 3

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, and the means of testing the effectiveness of advertising. Theory and practice of writing advertising copy for various media.

BUS 269 Auditing 3 2 4

Principles of conducting audits and investigations, setting up accounts based upon audits, collecting data on working papers, arranging and systemizing the audit, and writing the audit report. Emphasis is placed on detailed audits, internal auditing, and internal control.
Prerequisite: BUS 223

BUS 271 Office Management 3 0 3

Presents the fundamental principles of office management. Emphasis is placed on the role of office management, including its functions; office automation; planning; controlling; organizing; and actuating office problems.

BUS 272 Principles of Supervision 3 0 3

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis is placed on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 1103 Small Business Operations 3 0 3

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

CAT 116 Photography I 2 6 5

Introduction to the fundamentals of black and white photography in both camera and darkroom techniques.

CAT 117 Photography II 2 6 5

Study of advanced darkroom techniques: lighting, composition, and color development. Prerequisite: CAT 116.

CAT 200 Filmmaking 2 6 5

Techniques of film production. Completion of both animated and live single concept films. Prerequisite: MMT 140.

CFT 101 Introduction to Arts and Crafts 2 6 4

Demonstrate the methods and materials used in arts and craft projects for a variety of recreational settings: school, camp, playground, recreation centers, club and rehabilitation centers. Emphasis on constructing, administering, promoting and teaching crafts. Offers a wide variety of activities and training in crafts involving inexpensive materials employing paper, wood, reed, wax, textiles and metal.

CFT 102 Crafts I 2 6 4

Study of the loom and its operation, methods of weaving and the use of various tools, and techniques in creating other textile designs including macrame, rughooking, batik, tie dyeing and string art. Prerequisite: CFT 101.

CFT 103 Crafts II 2 6 4

Instruction in the use of tools and techniques in wood and metal. Problems in metal enameling, wood carving and whittling will be explored. Prerequisite: CFT 101.

CFT 104 Crafts III 2 6 4

Study of leathercraft, the tools and techniques used in leather tooling, carving and lacing. Prerequisite: CFT101.

CFT 220 Ceramics I 2 6 4

Introduction to pottery making and ceramic sculpture. Includes pinch, coil, slab and draped methods. A study of basic glaze formulas and making of glazes.

CFT 221 Ceramics II 2 6 4

Continuation of Ceramics I with a concentration in wheel thrown techniques and kiln loading and operation. Prerequisite: CFT 220.

CHM 101 Chemistry 4 2 5

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry.

CIV 101 Surveying 2 6 4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, care and use of surveying instruments, transit, stadia and transit–type surveys. Corequisites: MAT 101, DFT 101

CIV 108 Basic Hydraulics: Principles of Flow 2 4 4

A basic study of closed conduit and open channel flow, including stream flow, subterranean flow, runoff, pump head and wave action. Prerequisites: MAT 102, PHY 102

CJC 101 Introduction to Criminal Justice 5 0 5

This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

CJC 102 Criminology 5 0 5

A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

CJC 110 Juvenile Delinquency 5 0 5

General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

CJC 115 Criminal Law 3 0 3

A course designed tp present a basic concept of criminal laws and to provide a legal goundwork for those who seek to enter the criminal justice field.

CJC 125 Due Process 5 0 5

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

CJC 201 Motor Vehicle Law 3 0 3

A study of the traffic enforcement codes with primary emphasis placed on North Carolina law as it relates to motor vehicles.

CJC 202 Traffic Enforcement 3 0 3

A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exist today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilites to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials. Accident investigation is stressed.

CJC 203 Correction 5 0 5

An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.

CJC 204 Paroles, Probation and Pardons 3 0 3

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

CJC 205 Evidence 3 0 3

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC 206 Community Relations 3 0 3

This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.

CJC 207 Confinement Facilities Administration 3 0 3

This course is designed to familiarize the student with the supervision and administration of confinement facilities involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 208 Crime Scenes--Collection and Preservation of Evidence 2 2 3

This course is designed to familiarize the student with the importance of identifying types of evidence at a crime scene, to teach him to properly mark the evidence and how to establish a legal chain of evidence. The student is instructed in the various ways of preserving and packaging evidence for shipment to a crime lab.

CJC 209 Correction Law 3 0 3

This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody, and control.

CJC 210 Criminal Investigation 5 0 5

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information; interview and interrogation, case preparation, and court presentation.

CJC 211 Criminalistics 4 3 5

An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime.

CJC 212 Drugs 3 2 4

This course designed to prepare the student to identify and classify drugs. Emphasis will be placed on the investigation techniques and effects of drugs on the human body as they relate to a profession in criminal justice-protective service.

CJC 216 Criminal Law II 3 0 3

A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina Law. Prerequisite: T-CJC 115 Criminal Law I.

CJC 217 Patrol Procedures 3 0 3

This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls-emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and uses of equipment are presented.

CJC 220 Police Organization and Administration 5 0 5

Introduction to principles of organization and administration, discussion of the service functions, e.g., personal management, police management, training, communications, records, property maintenance, and miscellaneous services.

CJC 221 Correction Administration 3 0 3

Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff administrative decision making, public relations, and other correctional administrative functions.

CJC 223 Correction Counseling 3 2 4

This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other practical techniques.

CJC 224 Reahabilitation 3 0 3

This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. The new and innovative techniques of rehabilitation will be emphasized as they relate to successful methods.

CJC 230 Counseling 3 0 3

This course is designed to present the basic elements of counseling. The basic elements will be applied to the different socioeconomic groups in our society.

CJC 234 Community-Based Correction 3 0 3

Community resources that can be utilized in the correctional process are examined such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private, volunteer, professional assistance, legal aid, and other pertinent services.

CJC 240 Security Systems 5 0 5

This course is designed to introduce the student to an overview of the total security concept. The topic is broken down into industrial, commercial, and retail security.

CJC 241 Property Control 3 0 3

This course is designed to provide the student with an understanding of the physical layouts and control procedures of industrial, commercial, and retail facilities. Methods of protection such as electrical gates, magnetic passes, perimeter lighting, alarm systems, fencing, and other means of protection are covered.

CJC 242 Common Carrier Protection 3 0 3

This course is designed to provide the student with an understanding of various common carrier functions. Effective control measures such as bills of lading, waybills, notices of shipment, and free astray forms are presented as they relate to the security officer's function. ICC regulations as they relate to company policies and state laws are covered.

CJC 243 Industrial Accident Investigation and Reporting 3 0 3

This course is designed to present techniques and procedures that will enable the security officer to adequately investigate an industrial accident and report relevant facts important to the investigation. Familiarization with pertinent phraseology and terms is stressed.

CJC 244 Civil and Criminal Legal Responsibilities 3 0 3

This course emphasizes, the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exits. It stresses the legal liability of the individual and of the company.

CJC 245 Electronic Detection and Polygraph 5 0 5

This course is designed to provide the student with an understanding of electronic detection devices and equipment. It stresses the legal aspects limiting their use. The use of the polygraph as an investigative aid is covered.

CJC 246 Security Investigation 3 0 3

This course is designed to familiarize the student with utilization of personnel security questionnaires and other sources of background data to assure complete investigations. Familiarization with investigative techniques and procedures are emphasized.

CJC 247 Retail Security 3 0 3

This course is designed to familiarize the student with information concerning all aspects of retail security protection. Internal safeguards including, employee and customer activities are covered.

CJC 248 Fire Prevention and Security 3 0 3

This course presents information on the different types of fires and their prevention. Types of fire extinguishers and fire alarm systems are presented. Methods of organizing and training fire brigades are stressed.

CJC 249 Surveillance Techniques 3 0 3

This course is designed to cover all types of surveillance techniques and the use of the surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings.

CJC 250 Mental Retardation 3 0 3

This course is designed to provide the student with the opportunity to acquire an understanding of the mentally retarded person in terms of the individual's behavior as it relates to confinement.

COE 101 Work Experience I 0 40 4

The student will be placed in industry for on-the-job experiences. Management and supervisory personnel in industry will coordinate job and learning activities commensurate with the student's training at this point in the curriculum.

COS 1155 Cosmetology I 10 0 10

Introduction to cosmetology and human relations. Study of sanitation and sterilization. Theory of the skin, scalp and hair. Cosmetics for the scalp and hair.

COS 1156 Cosmetology Lab I 0 20 6

Demonstrations and practice in basic hairstyling, hair pressing, thermal waving and curling, shampooing, hair rinsing and hair shaping. The application of scientific methods and principles in chemical hair relaxing and cold waving. Introduction to hair color.

COS 1165 Cosmetology II 10 0 10

Theory of light therapy and massage. Disorders of the skin, scalp, and hair. Study of the nail. Introduction to anatomy concerning the structure and function of bones, muscles, and nerves applied to facial and scalp treatment. Cosmetics for the skin and face.

COS 1166 Cosmetology Lab II 0 20 6

The application of scientific principles in manicuring. Hair and scalp types, treatments, and products. Methods and techniques in applying hair color. Special considerations in hair shaping, hair styling, hair pressing, thermal waving, and curling.

COS 1175 Cosmetology III 10 0 10

Chemistry in the beauty salon. Electricity for cosmetologists. Introduction to beauty salon management and salesmanship. A continuation of anatomy, with increased emphasis on application to cosmetology procedures.

COS 1176 Cosmetology Lab III 0 20 6

Demonstrations and practice in methods of hair removal, care and styling of wigs and hair pieces and make-up. Modern trends and special effects in hair shaping and styling, hair color, thermal waving and curling.

COS 1185 Cosmetology IV 10 0 10

Psychology for cosmetologists. Profitable public relations and personal development. A continuation of salesmanship, with increased emphasis on the fundamentals of selling. Opportunities in beauty culture and the study of cosmetology. State regulations, success in cosmetology reviews and getting ready for the state board exams.

COS 1186 Cosmetology Lab IV 0 20 6

Demonstrations and practice in hair design and facial harmony, brushing techniques, and modern techniques in corrective hair cutting, salon methods and procedures.

COS 1195 Cosmetology V **Variable Credit**

Increased salesmanship training, methods of improvement in personality development, corrective make-up techniques, educational opportunities for the cosmetologist, techniques in salon management operation, and how to read style patterns in cuts and sets. Variable credit arranged by instructor.

COS 1196 Cosmetology Lab V **Variable Credit**

Advanced training in blow cuts, precision hair cutting, permanent waving, chemical relaxers, and demonstrations on how to follow style patterns in cuts and styles. Variable credit arranged by instructor.

DES 101 Basic Drawing 2 4 4

Basic drawing principles. Study of one, two, and three point perspective, light and shadow, equipment and materials of art.

DES 109 Graphic Design 2 3 3

Study of design and composition fundamentals. Emphasis on use of color, lines, spaces, and shpaes. Prerequisite: DES 101.

DES 110 Creative Problem Solving 1 0 1

The aim of this course is to improve attitudes and thinking abilities, to develop a strong innovation to utilize one's creative potential, to develop a greater curiosity in problem solving, and to gain open-mindedness toward ideas of others. Special emphasis is placed on individual and group"brain-storming" through the creative problem solving process.

DES 124 Type and Lettering 2 4 4

Hand lettering, equipment and materials, type and copy fitting. Emphasis on the use of type lettering as an element of visual communication. Prerequisite: DES 109.

DES 207 Art Media 2 3 3

Varied art mediums for production use. Design and production of forms such as sets, bulletin boards, displays, etc. Prerequisite: DES 101, 109 & 124.

DFT 101 Technical Drafting I 0 6 2

The field of drafting is introduced as the student begins study of drawing principles and practices of print reading and describing objects in graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principle views, and standards and practices of dimensioning. The principle of isometric, oblique, and perspective are introduced.

DFT 102 Technical Drafting II 0 6 2

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxillary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings," approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisite: DFT 101

DFT 118 Drafting and Blueprint Interpretation 3 0 3

Basic drafting fundamentals and blueprint reading are covered from a management point of view. The student will learn to use, read, and understand basic drafting techniques blueprints, and scale drawings.

DFT 119 Specialized Blueprint Interpretation for Specific Needs I 3 0 3

The student will select a specific style of blueprint to suit his interest (i.e. Architectural, Electrical, etc.) and pursue a study of this form of blueprint in considerable depth. The student will be able to interpret this specific style of blueprint from the standpoint of a technician or of a manager. The nature of this course will require a great deal of desire and drive on the part of the student. Since the instructor's time is limited (i.e. A class of ten students may well be studying ten different blueprint styles.) The student must be self-directed to work on his own with the instructor supplying assistance when needed. Prerequisite: DFT 118 Drafting and Blueprint Interpretation.

DFT 1101 Schematics & Diagrams: Power Mechanics 0 3 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1104 Blueprint Reading-Mechanical 0 3 1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint-lines, views, dimensioning procedures and notes.

DFT 1112 Blueprint Reading-Building Trades 0 3 1

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls, and various detailed drawings of masonry work. Prerequisite: ELC 1124

DFT 1113 Blueprint Reading-Electrical 0 3 1

Interpretation of schematics, diagrams, and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching of schematics, diagrams, and electrical plans for electrical installations, using appropriate symbols and notes according to the applicable codes, will be a part of this course. Prerequisite: ELC 1113

DFT 1116 Blueprint Reading-Air Conditioning 2 2 3

A specialized course in drafting for the heating and air-conditioning student. Emphasis will be placed on reading of blueprints that are common to the trade-blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct, and layout air conditioning systems. Prerequisite: DFT 1104

DFT 1117 Blueprint Reading-Welding 0 3 1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. Prerequisite: DFT 1104

DFT 1118 Pattern Development 0 3 1

Continued study of welding symbols; methods used in layout of sheet steel; and sketching of projects, jigs, and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

DFT 1121 Drafting I 4 12 8

An introductory course to the field of drafting and study of drafting practices. Instruction is given in selection, use and care of instruments; related equipment; geometrical construction; lettering; freehand-technical sketching consisting of orthographic and pictoral drawings; mechanical lettering and inking. Students will progress into orthographic projection with use of instruments and become involved

with more advanced drawings with strong emphasis on dimensioning, locating views and overall neatness. Methods of reproducing drawings will be included at the appropriate time. Prerequisite or Co-prerequisite: MAT 1101.
DFT 1121A (2-6-4) and DFT 1121B (2-6-4)
DFT 1121A (part one of DFT 1121) and DFT 1121B (part two of DFT 1121) are the equivalent of DFT 1121 and are normally taken with the part-time night curriculum.

DFT 1122 Drafting II 4 12 8
The student proceeds into complex three view drawings which originate from given pictorals. American Standards Association conventions of dimensioning are covered thoroughly at this time. Sections and conventions will be studied and both detail and assembly sections will be drawn. Single and double auxillary views will be introduced. Intersection and development problems, as related to sheet metal trades will be studied and graphical solutions checked by pattern layout and model building. Pictoral drawings, axonometric, oblique,and perspective will be studied with emphasis on practical application. Dimensioning, sectioning and shading of pictorals will also be covered. Prerequisite: DFT 1121.
DFT 1122A (2-6-4) and DFT 1122B (2-6-4)
DFT 1122A (part one of DFT 1122) and DFT 1122B (part two of DFT 1122) are the equivalent of DFT 1121 when taken with the part-time night curriculum.

DFT 1131 Mechanical Drafting I 5 12 9
At the beginning of this course Descriptive Geometry will be integrated into previous course work with emphasis on graphic analysis of space problems. The problems deal with practical design elements and visualization involving points, lines, planes, connectors and combinations of these. Using previously covered information the student will now move into mechanical drafting with problems concerning fastening devices, threads, springs, calculations and symbols used. Driving mechanisms, gears and cams will be studied and basic design problems solved graphically involving these mechanisms. Related areas of checking prints, filing and storage of drawings will be emphasized. Toward the end of the quarter, students will be introduced basic metrology; precision measurement of machined parts and surfaces using vernier calipers, micrometer and related instruments.
Prerequisite: DFT 1122
DFT 1131A (3-6-5) and DFT 1131B (2-6-4)
DFT 1131A (part one of DFT 1131) and DFT 1131B (part two of DFT 1131) are the equivalent of DFT 1131 when taken with the part-time night curriculum.

DFT 1132 Mechanical Drafting II 5 12 9
This course begins with a study of design and working drawings and their organization. Following this, each student will develop a complete set of working drawings of a simple mechanical device, fixture, tool or machine utilizing all previously learned principles, including precision measurements of parts and assemblies. Each project will contain accurate specifications, a complete parts list and show careful research in the use of handbooks, manuals and catalogs. At completion, each student

will be involved in checking other completed projects for evidence of well planned layout, dimensioning, correct drafting principles, general organization and clarity. The remainder of this course will be involved with current drafting trends, applications of the metric system and related drafting fields at the discretion of the individual instructor. Prerequisite: DFT 1131.

DFT 1132A (3-6-5) and DFT 1132B (2-6-4)

DFT 1132A (part one of DFT 1132) and DFT 1132B (part two of DFT 1132) are the equivalent of DFT 1132 and are normally taken with the part-time night curriculum.

ECO 102 Economics I 3 0 3

The fundamental principles of economics, including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption, both in relation to the individual enterprises and to society at large.

ECO 104 Economics II 3 0 3

A study in greater depth of the principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current problems. Prerequisite: ECO 102.

ECO 108 Conumer Economics 3 0 3

Designed to help the student use his resources of time, energy, and money to get most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.

ECO 201 Labor Economics and Labor Relations 4 0 4

Emphasis is placed on the history of the labor movement in the United States, the development of methods and strategies by labor organizations and management, and the factors of income and economic security. The Workmen's Compensation Act, Equal Employment Opportunity Act, and other federal legislation are highlighted as part of the lab experience. Prerequisite: ECO 104.

EDP 104 Introduction to Data Processing Systems 3 2 4

Fundamental concepts and operational principles of data-processing systems as an aid in developing a basic knowledge of computers, prerequisite for all programming courses. Prerequisite: BUS 102 or equivalent.

EDP 117 Compiler Language (FORTRAN) 2 4 4

An introductory course in the Intermediate Fortran Programming Language as it specifically applies to problems occuring in the various engineering technology curricula. This will include a study of the language structure, statements, and programming methods so that the student will be able to-develop the logic and write Fortran programs pertaining to his of her particular discipline.

EDU 106 Practicum I 1 6 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enable the students to gain exposure to many facets in education as well as to do specialized study in given areas. Through "learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 107 Seminar-Practicum II 1 6 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enables the students to gain exposure to many facets in education as well as to do specialized study in given areas. Through "learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 108 Seminar-Practicum III 1 6 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enables the student to gain exposure to many facets in education as well as to do specialized study in given areas. Through "learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 110 Contemporary Education 3 0 3

Problems of education today and solutions offered, focussing on educational technology. Readings, discussions and visits to innovative schools.

EDU 203 Exceptional Child 3 0 3

Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in mental or physical development.

EDU 204 Parent Education 3 0 3

Study of ways to involve parents in a preschool center; the purposes and value of home visitation; and programs for parents including techniques of working with parents for the total development of the child.

EDU 222 Seminar-Practicum IV 1 6 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enable the students to gain exposure to many facets in education as well as to do specialized study in given areas. Through"learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 223 Seminar Practicum V 3 0 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enable the students to gain exposure to many facets in education as well as to do specialized study in given areas. Through "learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 224 Seminar Practicum VI 1 6 3

The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enable the students to gain exposure to many facets in education as well as to do specialized study in a given area. Through "learning by doing", the student may correlate his knowledge and skills to an actual teaching situation.

EDU 230 Preschool Education 3 2 4

Study of principles and practices of early childhood education - the types of experiences and facilities which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs and facilities are derived through group discussion and individual projects. Field experience provides opportunities to observe children and programs in different preschool facilities.

EDU 231 Creative Activities 3 0 3

Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in young children.

EDU 232 Physical Activities for Children 3 0 3

Exploration of activities for promoting optimal overall physical development of young children, with special emphasis on body movements and exercise, dance, and games.

EDU 233 Nutrition and Health 3 0 3

Study of basic nutrition, with emphasis on methods of helping young children and their families learn nutritional concepts for more healthful living.

ELC 101 Fundamentals of Electricity 4 6 6

Elementary principles of electricity including; basic electric units, Ohm's Law, Kirchhoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks. Prerequisite: None

ELC 205 Basic Electricity 2 4 4

Electrical code, interpretations of nameplate data, motor characteristics and selections, motor controls and protection devices, single-phase and three-phase current applications, wire size calculations, "Wye" connections and "Delta Connections." Prerequisite: MAT 102; PHY 102

ELC 1102 Applied Electricity I 3 0 3

The use and care of test instruments and equipment basic to servicing electrical apparatus for air-conditioning and refrigeration installations. Electrical principles and procedures for trouble shooting of the various electrical devices used in air-conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring.

ELC 1103 Applied Electricity II 2 0 2

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for trouble shooting of the various electrical devices used in air conditioning, heating, and refreigeration

ditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: ELC 1104

ELC 1112 Direct and Alternating Current 5 12 9

Elementary principles of electricity, including basic electric units; Ohm's Law; basic network theorems, magnetism, alternators and generators; basic electrical measuring instruments; and capacitance and inductance.

ELC 1113 Alternating-Current and Direct-Current Machines and Controls 5 12 9

Principles of direct and alternating-current motors, types and characteristics; batteries; electrical motor-control circuits and their functions; filter systems; and also the principles of power transformers and magnetic circuits. Prerequisite: ELC 1112

ELC 1124 Residential Wiring 5 12 9

Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications, such as services , switchboards, lighting, fusing, wire sizes, branch circuits, conduits, and National Electrical Code regulations in actual building mock-ups. Prerequisite: None

ELC 1125 Commercial and Industrial Wiring 5 12 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis on blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation and installation of simple systems. Prerequisite: ELC 1124

ELN 1118 Industrial Electronic Components 3 6 5

A study in depth of the electrical characteristics of vacuum tubes, special purpose tubes, transistors, semiconductor diodes and special transistor types including miscellaneous semiconductor devices as well.

ELN 1119 Industrial Electronic Circuits 3 6 5

A study of circuits of power supplies, amplifiers, oscillators, and various circuits used in home, industry, communications, and computers are examined. This is done to provide the student with an overall view of the subject that will serve as a sound basis for further study. Prerequisite: ELN 1118

ENG 110 Grammar 3 0 3

An in-depth study of how words and elements of punctuation combine to convey our everyday thoughts, as well as study of how slang and casual English differ from standard of formal English, and when and where the appropriate time and place are for each of these. Variety of style and length in the student's written sentences is encouraged, but the primary emphasis is on having the student come to understand how he is expressing himself so that he can discipline his patterns of self-expression to conform to the language-usage standards that his society demands of him.

ENG 111 Composition 3 0 3

Picks up where ENG 101 leaves off in sentence-pattern analysis, then proceeds to close examination of basic paragraph-development techniques and exercises aimed at producing totally unified and coherent compositions ranging from brief to moderate length. Once more, the emphasis is on bringing the student to the point where he can realistically align his finished product with the objectives he has established for his writing. Prerequisite: ENG 101

ENG 112 Business Correspondence 3 0 3

Designed to develop the student's skills in filling out or drafting and polishing the shorter written forms common to business communication, including job application forms, the personal data sheet or resume, the standard interoffice memorandum, the proposal, the prospectus, and--most of all--the standard business letter. Considerable emphasis is placed on establishing and maintaining good personal relations in many different types of business letters. Prerequisites: ENG 101 and ENG 102

ENG 204 Oral Communication 3 0 3

Intended to give the student experience in exchanging spoken ideas effectively.

Focuses alternately on speaker and listener responsibilities and tendencies in casual conversation, formal group discussion, speechmaking, interview, and business meeting contexts. Study topics include the psychology and techniques of persuasion, how to prepare and deliver speeches, how to adjust to unfamiliar and potentially awkward kinds of personal confrontations, and parliamentary procedure. Prerequisite: ENG 101 and ENG 102

ENG 217 Children's Literature 3 0 3

Designed to familiarize students with the well-known authors and illustrators of children's literature and to introduce them to the best quality books for young people. Stress is also placed on the use of these materials with the children in order to obtain maximum pleasure and learning.

ENG 220 Report Writing 3 0 3

Designed to acquaint the student with the correct format and preparation of business reports. After completing exercises in wirting letter reports, the student will then go on to do a full-length report, as well as a preliminary report to precede and both a cover letter and letter of transmittal to accompany it. Attention is drawn throughout to the necessity of accurate transferral of information and proper documentation, where it is needed. Prerequisites: ENG 101, ENG 102, and ENG 103

ENG 1101 Reading Improvement 2 0 2

A course designed to afford individual improvement in study skills in reading. Emphasis is placed upon vocabulary enlargement, various methods of studying, use of the Learning Resource Center, reading comprehension, retention, and speed accomplished through class instruction and individualized placement.

ENG 1102 Communication Skills 3 0 3

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101

ENV 101 Environmental Sanitation 2 3 3

Methods of disease transmission, hygienic excreta disposal, municipal and industrial liquid waste disposal methods, characteristics of water, water treatment, protection of ground water, insect and rodent control, solid waste collection and disposal, milk and food sanitation, swimming pool sanitation and industrial hygiene air pollution.

ENV 102 Applied Microbiology 2 3 3

Scope and history of microbiology, classification of microorganisms, protozoa, fungi, viruses, microscopy, bacterial physiology, saprophytic bacteria, culture media and methods, sterilization and disinfection, germicides, sources of infection, microbes and disease, skin infections. The study of several pathogenic bacteria associated with water and food, natural and acquired resistance to bacteria, and respiratory disease-producing microbes.

ENV 104 Environmental Biology 2 3 3

A basic course in biology with emphasis on microorganisms and laboratory procedures for the identification and differentiation of organisms peculiar to the water and liquid waste treatment processes and stream sanitation, air-borne infections of man.

ENV 112 Atmospheric Air Sampling 2 3 3

A course presenting the blending of all approaches designed for prevention and control of air pollution including abatement of smoke, control of auto exhausts, and handling complaints as well as other technical and administrative facets of air resources management.

ENV 204 Sanitary Chemistry and Biology 2 6 5

Theory and laboratory techniques for all control tests of water purification including: bacteriology, color, turbidity, pH, alkalinity, hardness, coagulation, chlorides, fluorides, iron, manganese, detergents, bactericides, and nitrates. Basic inplant studies at nearby plants. Prerequisites: ENV 101, 102, 104

ENV 205 Sanitary Chemistry and Biology 2 6 5

Theory and laboratory technique for the determination of solids, dissolved oxygen, oxygen consumed, relative stability, water and sewage bacteria. Prerequisite: ENV 204

ENV 206 Sanitary Chemistry and Biology 2 6 5

Theory and laboratory technique on biochemical oxygen demand, organic nitrogen, volatile acids, toxic metals, stream studies, in-plant studies at nearby plants.
Prerequisite: ENV 205

ENV 216 Water Purification 3 2 4

Basic principles of water purification including: aeration, sedimentation, rapid sand filtration, chlorination, treatment chemicals, taste and odor control, bacteriological control, mineral control, design criteria and operational problems. New processes and recent development. Rules, regulations, forms and records.
Prerequisite: CIV 108

ENV 217 Liquid Waste Treatment 3 2 4

Composition of sewage, nitrogen cycle, carbon cycle, sulphur cycle, aerobic and anerobic decomposition, dilution, screening, degritting, measuring, sedimentation, aeration digestion, filtration, air drying, biological purification, grease and oil removal, disinfection, chemical precipitation, sand filters, filter filies, field studies, in-plant studies, industrial waste. Prerequisite: ENV 204, CIV 108

ENV 218 Liquid Waste Treatment 3 2 4

Methods of treatment, detailed study of at least two types of plants, basic design

parameters of all units, quantity expected from population, application of package plants and application of septic tanks. Rules, regulations, forms and records.
Prerequisite: ENV 217

ENV 226 Atmosphere Air Analysis 2 3 3
A basic course defining the air pollution problem with emphasis on training technicians in the methods of determining pollutants of common interest.

ENV 236 Codes, Contracts, Specifications, and Est. 2 3 3
Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specifications.

HEA 119 First Aid 2 0 2
This course is designed to prepare a student for certification by the American Red Cross in first aid. Course will cover those areas pertinent to first aid needs for personnel in the field of criminal justice--protective service.

HEA 201 Charm and Personal Development 3 0 3
A variety of topics are explored in this course -- proper ways to stand, walk, and sit; diets and exercises for maintaining good posture, poise, and health; hair styles and make-up appropriate to the work situation are studied.

HED 101 Environmental Health 3 0 3
A survey course in health designed especially for the recreation student. Vital environmental health problems such as water, air, and noise pollution are covered as well as current personal and community health problems.

HED 102 First Aid and Emergency Care 3 2 4
This course will offer fundamentals of administering first aid and emergency care using the standard American National Red Cross course. Special emphasis will be placed on artificial respiration and cardio-pulmonary resuscitation.

HUM 123 Humanities for Children 3 0 3
Study of experiences used to meet goals of early education in areas of socialization, intellectional competency, language, creativity, and aesthetic appreciation.

ISC 101 Industrial Safety I 2 0 2
Introduction to basic industrial safety, causes and costs of accidents, control of accidents, safety problems involved in the handling of materials, vehicular safety, fire prevention; heavy emphasis on personal responsibility for safety; related films and local speakers.

ISC 102 Industrial Safety II 3 0 3

Management and supervisory responsibility for accident and fire prevention. Other areas covered are accident reports, machine guards, protective equipment (personal), first-aid department, safety instruction as part of the job, use of safety committees, and provisions of the Federal Occupational Health and Safety Act. Safety and housekeeping observation tours and injury investigations are utilized as lab experiments.

ISC 120 Principles of Industrial Management 3 0 3

The basic managerial decisions; organizational structure, including plant location, building requirements, and internal factory organization; problems of factory operation and control; planning; scheduling; routing production; purchasing; and cost control. Plant problems are utilized as lab experiments.

ISC 129 Instructor Training 3 0 3

This course provides the industrial supervisor with an approved method of instruction based on basic principles of learning. The emphasis is how to teach either the individual or a small group the related technology or manipulative skills of his trade. Conducting a safety meeting and teaching a particular task to an individual are utilized as part of the lab experience.

ISC 202 Quality Control 3 0 3

Principles and techniques of quality control, as well as organization and procedures. Sampling inspections, process control and tests for significance are stressed.

ISC 205 Industrial First Aid Aid 3 0 3

This course gives the basics of first-aid treatment techniques to supervisors who will be confronted with injuries likely to occur in the work area. Also covered are the temporary treatment of sudden illnesses, attacks, and seizures on the job. The multi-media method of instruction developed by AT & T is utilized for this course.

ISC 209 Plant Layout 3 0 3

A practical study of factory planning, with emphasis on the most efficient arrangement of work areas so as to achieve lower manufacturing costs. Effective management of men, money, and materials in a manufacturing operation.

ISC 210 Job Analysis and Evaluation 3 0 3

This course is designed to familiarize the supervisor with techniques necessary to gather facts about the specific operations and responsibilities of the job and what it entails, such as mental ability, skills, and physical requirements

ISC 211 Work Simplification and Measurement 3 0 4

Principles of work simplification, including administration of job methods improvement, motion study fundamentals, and time study techniques. Use of flow and process charts, multiple activity charts, and operation charts; flow diagrams; and methods evaulation.

ISC 218 Plant Security 3 0 3

The organization and function of the plant security force is reviewed. Items covered include entrance procedures, petty thievery of company-owned materials, parking-lot security; use of firearms in emergency situations, disaster preparedness, and handling of bomb scares. Observation of plant-security personnel in the performance of their many and varied duties is utilized as the lab experience.

ISC 231 Manufacturing Cycles 3 0 3

Purchasing and distribution costs; consumption patterns; channels of distribution; wholesaling, shipping and warehousing; pricing; and government regulation of competition.

MAT 130 Business Mathematics 5 0 5

This course stresses the operations fundamental to mathematics. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

MAT 133 Criminal Justice Mathematics 5 0 5

The math principles presented are designed to meet the needs of the criminal justice-protective service professional. Topics studied are formulas, logarithms, right triangle trigonometry, graphing, and statistics in relation to applications for VAS–CAR, breathalizer, radar, and other such devices.

MAT 151 Technical Mathematics 5 0 5

The real number system is developed as an extension of natural numbers. Number systems of various bases are introduced. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations are introduced. The application of these principles to practical problems is stressed. Prerequisite: Satisfactory evidence that admission requirements have been met.

MAT 152 Technical Mathematics 5 0 5

A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binominal expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101

MAT 235 Metric System 2 0 2

An in depth study of the Metric System which includes the historic development; application in industry and science, conversion from English to Metric.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations-addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio, and proportion. Plane and solid geometric figures used in industry and measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. MAT 1101A (3-0-3) and MAT 1101B (2-0-2)
MAT 1101 (part one of MAT 1101) and MAT 1101B (part two of MAT 1101) are the equivalent of MAT 1101 when taken on a part-time basis.

MAT 1102 Applied Mathematics 5 0 5

Basic concepts and operations of algebra-historical background of our base-10 number system; algebraic operations; addition, subtraction, multiplication, and division; fractions, letter representation, grouping, factoring, ratio and proportion, variation; graphical and algebraic solution of first degree equations; solution of simultaneous equations by addition and subtraction, substitution, and graphing; exponents, logarithms, tables, and interpolation. Prerequisite: MAT 1101

MAT 1103 Geometry 3 0 3

Fundamental properties and definitions; plane and solid geometric figures; selected general theorems; and geometric construction of lines, angles, and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.

MAT 1104 Trigonometry 3 0 3

Trigonometric ratios, solving problems with right triangles, use of tables and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of trigonometric functions; inverse functions; trigonometric equations; all topics are applied to practical problems with emphasis on right angle solution. A study of logarithmic computations to be included. Prerequisite: MAT 1103

MAT 1115 Electrical Mathematics 3 0 3

A study of fundamental concepts of algebra-basic operations of addition, subtration, multiplication, and division; solution of first-order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; use of tables; and introduction to trigonometric functions and their application to right angles for use in alternating current.

MAT 1116 Electrical Math 3 0 3

A continuation of MAT 1115.
Prerequisite: MAT 1115

MEC 101 Machine Processes I 2 12 7

An introductory course designed to acquaint the student with basic hand tools, safety procedures and machine processes of our modern industry. It will include a study of measuring instruments, characteristics of metals and cutting tools. The student will become familiar with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming. Prerequisite: None

MEC 102 Machine Processes II 2 12 7

Advanced operations on lathe, drilling, boring and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operation shop is stressed. Prerequisite: MEC 101

MEC 103 Millwright 3 0 3

The course covers commonly used mechanical couplings plus special couplings such as shear torque limiting, floating, and electrically insulated. Clutches, V-belt drives, and chain drives will be included. Content will also include principles and applications of various types of bearings and the principles of centrifugal, propeller and turbine rotary, reciprocating, and metering pumps.

MEC 205 Strength of Materials 3 2 4

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analyses of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns, and machine components.

MEC 213 Production Planning 3 0 3

Day-to-day plant forecasting, product planning and control, scheduling, dispatching, routing, and inventory control. Actual layouts are utilized for planning and control. Orientation visits to selected industries are part of the lab experience.

MEC 235 Hydraulics and Pneumatics 3 3 4

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electro-hydraulic servomechanisms, plumbing, filtration, accumulators and reservoirs. Prerequisite: PHY 102

MEC 1112 Machine-Shop Processes 0 6 2

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Emphasis is on providing situations involving press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MEC 1113 Machine Processes I 2 3 3

Beginning study of practices used in a metal working shop; introduction to how materials can be used and the processes of shaping, forming and fabricating metals. Demonstration of metal working lathes, grinders, drills, saws and the capabilities of these machines. Prerequisite: None

MEC 1114 Machine Processes II 2 3 3

Further study of machine shop practices; includes demonstration and application of milling machines, shapers, broaching, boring, gear cutting and specialized operations requiring clear specifications from the mechanical draftsman. Unit-production and mass-production, casting, forging and allied processes will be discussed as part of the course. Prerequisite: MEC 1113

MEC 1115 Property and Treatment of Metals 3 2 4

A study of the physical properties of ferrous and non-ferrous metals impact, tensil and hardness testing. Course also includes principles, methods and techniques of heat treating processes for ferrous and non-ferrous metals. Main emphasis will be focused on the characteristic changes in the physical properties of steel and its alloys as they are affected by various heat treating methods.

MMT 100 Role of Media in Instruction I 3 0 3

An overview of the theories of learning with an examination and evaluation of the different types and uses of media in enhancing the learning process. Prerequisite: None

MMT 101 Role of Media in Instruction II 3 0 3

A continuation of MMT 100. Prerequisite: MMT 100

MMT 105 Equipment Use and Maintenance 1 3 3

Operation and maintenance of projectors, recorders, phonographs, and other audio-visual equipment.

MMT 117 Sound Recording 2 4 4

Tape recording as an educational medium. The recording process and tools of the trade. Projects involving voice, music and sound effects.

MMT 120 Scriptwriting 2 3 3

Writing for an audience and an educational purpose. Forms and techniques for audio and audio visual presentations in various media. Prerequisite: ENG 110

MMT 140 Educational Films 3 0 3

A brief history of film, especially educational use. Types of films used for learning. Film evaluation. Viewing of outstanding educational films with analysis.

MMT 206 Individualized Instruction I 2 3 3

An overview of the learning theories and principles involved in individualized instruction. Prerequisite: PSY 108, EDU 110, & MMT 100-101

MMT 207 Individualized Instruction II 2 3 3

Individualized instruction in media formats. Emphasis on use of research data in designing learning materials. Prerequisite: MMT 206

MMT 208 Media Problems I 0 6 3

Application of skills and knowledge learned in introductory courses to actual instructional design problems. The complete cycle from consultation to design to production. Prerequisite: All courses in quarters 1 - 4

MMT 209 Media Problems II 0 6 3

Continued practice in design and production. Prerequisite: MMT 208

MMT 215 Video Tape Recording 2 6 5

The set-up and maintenance of the various types of VIR systems will be emphasized and students will develop competencies in the use of the various components of these systems. Production of video tape recordings with accompanying script. Prerequisite: MMT 120

MMT 216 Projected Visuals 2 6 5

Educational use, design, and production of overhead transparancies, slides, and filmstrips. Prerequisite: DES 109

MMT 230 Learning and Information Resources 3 0 3

Utilization of library reference tools: indexes, catalogs, bibliographies, audiovisual software and equipment sources, from which one can secure illustrations, facts to prepare audiovisuals.

MMT 235 Learning Resource Center Procedures 3 0 3

The techniques of procedural operation of a learning resource center, study of the methods of keeping records and data procedures, basic in-service training techniques, physical arrangements, traffic patterns, and sources of equipment and materials.

MMT 240 Media Management 3 0 3

Systematic approach to the logistics of purchase, inventory, and development of equipment and supplies. Design of production areas. Prerequisite: MMT 105

PHY 101 Physics: Work, Energy, Power 3 0 3

Major areas covered in this course are work, energy, and power. Instruction includ-

es such topics as statics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Prerequisite: None

PHY 102 Physics: Properties of Matter 3 0 3
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: PHY 101

PHY 1101 Applied Science I 3 0 3
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; and basic electrical principles.

PHY 1102 Applied Science II 3 0 3
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101

PME 1101 Internal-Combustion Engines 5 12 9
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine-repair work. Study of the construction and operation and components of internal-combustion engines. . Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, and cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing.

PME 1102 Automotive Fuel and Electrical Systems 5 12 9
A thorough study of the fuel and electrical systems of the automobile. Fuel pumps, carburetors, fuel injector, types of fuel systems, and the characteristics of fuels are studied. The battery, starting system, generating system, accessories, and wiring are taken up the latter part of the quarter, as well as the use of special tools and test equipment for fuel and electrical systems.

PME 1103 Engine Ignition Systems 3 3 4
A study of the principles and functions of the various ignition components, including the transistorized ignition system. Instruction in repairing and adjusting ignition systems. Units to be studied will be ignition coils, distributors, spark plugs, and connecting wiring, plus the use of testing equipment to analyze ignition problems.

POL 102 The National Government 3 0 3

English and colonial background, the articles of confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government.

POL 103 State and Local Government 3 0 3

A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.

POL 201 Government – State and Local 3 0 3

An introduction to the roles of state and local government within the federal system, including a consideration of the organization, functions, and powers of state and local units and state constitutions; and contemporary problems.

PSY 100 Orientation 1 0 1

An elective course for entering students designed to introduce the student to PTI and the variety of resources available. The course will emphasize the student as his own most valuable resource, and help him become aware of his relationship to the Institute and other students.

PSY 101 Principles of Psychology 3 0 3

A basic course presenting a study of behavior in terms of perception, motivation, learning, heredity, environment, emotion, and statistical concepts.

PSY 102 General Psychology 3 0 3

A study of the various fields of psychology; the development process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to application of these topics to problems of study, self-understanding, and adjustment to the demands of society.

PSY 103 Adolescent Psychology 3 0 3

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual, and personality development of adolescents.

PSY 108 Psychology of Communications 3 0 3

Examination of basic communications psychology. Principles of perception, determinants of attention, information theory, memory, and learning. Emphasis on applying these principles to the visual communications field and showing the student how best to convey information to identified audiences. Prerequisite: MMT 100–101

PSY 115 Human Growth and Development I 3 0 3

A study of the psychological and biological factors that affect the mother and child during the prenatal period will be made.

PSY 116 Human Growth and Development II 3 0 3

The course deals with the physical, motor, and speech development from infancy to pre-adolescence.

PSY 117 Human Growth and Development III 3 0 3

An examination of the emotional and social development from infancy to pre-adolescence will be made.

PSY 125 Art of Motivating People 3 0 3

The importance of motivation to meet production needs is stressed. Feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, job satisfaction, and industrial conflicts.

PSY 126 Science of Human Relations 3 0 3

This course is concerned with the fundamentals of human relations. Items stressed include the importance of getting the facts, basis for making decisions, and taking preventive action.

PSY 150 Interpersonal Relationships 3 0 3

A framework for understanding the self, other people, and communications or transactions between people, including those manifesting deviant behavior. Each student will do a self-analysis and, if he wishes, set up a goal to accomplish for himself during the course. The primary focus of the course is personal growth with some attention given to communication between the student and his clients.

PSY 151 Applied Psychology in Human Relations 3 0 3

A study of a theory of the interaction process. The course will focus on the development of skills of interaction which facilitate self-understanding on the client's part and a productive relationship between student and his client. These skills will be appropriate for crisis intervention. There will be opportunities to practice these skills through role playing.

PSY 199 The Student, Society, and the World of Work 3 0 3

This course will increase the student's ability to understand and use the personal and interpersonal skills necessary in getting and keeping a job. Topics covered in the course include education and training, point of view, self-concept, communication, supervisor and co-worker relations, job-finding techniques, characteristics of a good employee, personal appearance, job application and reverse composition skills, job interview skills, and self evaluation of employment strengths and weaknesses. All topics are related to developing skills which would facilitate successful employment.

PSY 229 Abnormal Psychology 3 0 3

A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, anti-social persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses are discussed.

PSY 1101 Human Relations 3 0 3

A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and member of the general community.

REC 101 Introduction to Recreation Services 3 0 3

Introduces the basic fundamentals of the nature, scope, and significance of organized recreation services. It includes study of factors involved in operation of basic recreation units, major program areas, organizational patterns, and the interrelationship of special agencies and institutions which serve the recreation needs of society.

REC 201 Outdoor Recreation 3 3 4

Includes study of history, development, and trends of outdoor recreation, conservation, and organized camping Emphasis is on laboratory work , field trips and the development of outdoor skills.

REC 205 Group Leadership 3 0 3

Provides insight into the theory, principles, and practice of planning, organizing, and conducting effective recreation programs for various groups. Emphasis is on group involvement.

REC 206 Tests and Measurements 3 0 3

A course which will offer practical experience in various tournament design and structure. Group and individual point systems will be explored and computation of handicaps and percentages in various recreational activities will be covered.

REC 210 Field Work I 1 7 3

A course designed to give the recreation student practical experience under supervision. The first experience should have the student working with an agency leader as a junior leader. There should be exposure to leadership responsibilities of planning, conducting, and evaluating and acitivity or program.

REC 211 Field Work II 1 7 3

The second supervised course designed to give the recreation student practical experience in developing recreation leadership skills. The student should work as a direct leader, with the responsibility for planning, conducting, and evaluating an activity or program. Prerequisite: REC 210

REC 212 Field Work III 1 7 3

The third course designed to give the recreation student practical experience under supervision. The student should work as an indirect leader by assisting a group or individual in planning, conducting, and evaluating group or individual activities. Prerequisite: REC 211

REC 216 Program Planning and Organization 3 0 3

A study of essential elements and basic principles involved in the organization, supervision, promotion, and evaluation of various types of recreation programs. Emphasis is on organized programs and services.

REC 217 Music, Dance & Drama 2 3 3

A study of fundamental music skills, methods of folk, square and social dancing, and basic drama skills. Emphasis is on the role of the creative arts in recreation, rather than mastery of performance skills.

SOC 101 General Sociology 3 0 3

An analysis of the structure and functions of modern society. Illustrates societal conditions which influence individual and mass behavior.

SOC 107 Introduction to Sociology 3 0 3

This course involves a general survey of the field of sociology. It also examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; (surveys such substantive topics as culture, personality, social stratification.) Institutions, community, social change, collective behavior, social problems, and otehr major areas of sociological concern.

SOC 108 Community Resources 3 9 6

A study of the resource and service agencies in the community that may be used as a supportive service to industry, education, and other human service insititutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

SOC 111 Social Problems 3 0 3

The student will be prepared to deal with social problems as they exist in our society today. Emphasis will be placed upon social problems that exist within a correctional facility.

SOC 199 The Student in Society 3 0 3

An introduction to cooperative education with emphasis on the student's job responsibilities and opportunities while in school and in the future. The course will require students to study and participate in the correct procedures and effective techniques for getting a job that is suited to the student (testing, application and interview) and keeping it (company policy, human relations, attitude and motivation). This course is required of all co-op students before or during the first quarter they are enrolled for work-experience credit, and is available as an elective to any student interested in successfully finding and keeping a job-present or future.

SOC 211 Marriage and Family 3 0 3

This course is designed to aid the student in his understanding of marriage and family living as it exists at present. From the study, it is hoped that the student will have improved marriage and family relationships and will understand the critical role families play in the development of children.

SPT 105 Team Sports 2 3 3

Offers a survey of the basic terminology, skills and rules of selected team sports and their use in recreation. Emphasis is upon knowledge and understanding of the organization, administration, and promotion of sports rather than mastery of performance skills.

SPT 106 Individual Lifetime & Dual Sports 2 3 3

A survey of the basic terminology, skills and rules for selected individual lifetime sports and their use in recreation. Emphasis is on knowledge and understanding of the organization, administration, and promotion of sports which have carry-over value rather than on mastery of performance skills.

SPT 201 Water Related Sports 2 3 3

Includes the basic terminology, skills and techniques of selected water-related activities and their use in recreation programs.

SPT 251 Beginning Swimming 1 5 3

For non-swimmers. Basic skills fundamental to swimming; body and breath control; rhythmic breathing; bouyancy; propulsion; fundamental strokes of legs and arms; safety and precaution.

SPT 252 Advanced Swimming and Lifesaving 1 5 3

Emphasis on gaining competency in at least four basic strokes and two dives. Qualifies swimmer for American Red Cross Senior Life Saving Certificate. Prerequisite: SPT 251 or permission of instructor.

TXY 1101 Taxidermy I 5 9 8

The study of the fish kingdom with related laboratory experience in the mounting of selected species. This course will include proper measuring techniques, decomposition and subsequent rebuilding of the fish into its mounted form, and proper coloration.

TXY 1102 Taxidermy II 5 9 8

The study of game birds with related laboratory experience in mounting selected species. This course will include proper measuring techniques, decomposition and subsequent rebuilding of game birds into their mounted form, and proper coloration.

TXY 1103 Taxidermy III 5 9 8

The study of game animals with related laboratory experience in the mounting of selected species. This course will include proper measuring techniques, decomposition and subsequent rebuilding of game animals into their mounted form, and proper coloration.

TXY 1104 Taxidermy IV 5 9 8

Program overview of all three major areas. Student is given the opportunity for individual research and projects on any or all areas of taxidermy.

WLD 121 Arc Welding 3 12 7

The operation of AC transformers and DC motor-generator arc-welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc-welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1101 Basic Gas and Electrical Welding 1 3 2

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding and brazing, silver-soldering, and flame-cutting methods applicable to mechanical repair work using gas welding. Practice in basic electric welding will be given as it applies to simple construction and mechanical repair.

WLD 1102 Basic Gas Welding 0 3 1

Welding demonstrations by the instructor and practice by the students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding, bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.

WLD 1112 Mechanical Testing and Inspection 1 3 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are bend, destructive, free-bend, guided-bend, nicktear, notched-bend, tee-bend, nondestructive, V-notch, and charpy impact.
Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121

WLD 1120 Oxyacetylene Welding and Cutting 3 12 7

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, and assembly of units. Welding procedures such as practice in puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, and hard and soft soldering. Safety procedures are stressed through instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

WLD 1121 Arc Welding 3 12 7

The operation of AC transformers and DC motor-generator arc-welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc-welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.

WLD 1122 Commercial and Industrial Practices 3 9 6

Designed to build skills through practices in simulated industrial processes and techniques such as sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive test and inspection.
Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121

WLD 1123 Inert Gas Welding 1 3 2

Introduction and practical operations in the use of inert-gas shield arc welding. A study will be made of the equipment, operation, safety, and practice in the various positions. A thorough study of such topics as principles of operation, shielding gases, filler rods, process variations and applications, and manual and automatic welding. Prerequisites: WLD 1141 and WLD 1142 or WLD 1120 and WLD 1121

WLD 1124 Pipe Welding 3 12 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position, using shielded metal arc-welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121 or WLD 1142

WLD 1125 Certification Practices 3 6 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength test to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

Prerequisite: WLD 1123 and WLD 1124; Wld 1141 or WLD 1142 or WLD 1120 and WLD 1121.

WLF 1101 Ichthology 2 3 3

Fish identification with major emphasis on species indigenous to North Carolina inland and coastal waters. Collections are made during field exercises, and students are expected to contribute to the school's specimen collection. Individual research in gathering data on selected species.

WLF 1102 Ornithology 2 3 3

A study in bird identification with major emphasis on game species, particularly water fowl. Field trips are taken to various sites where birds congregate. Students are expected to be able to identify any unknown bird by utilizing a field guide and knowledge of bird songs. Individual research in gathering data on selected species.

WLF 1103 Mammalogy 2 3 3

Students learn to identify mammals and study in depth the major North American game species. Field trips involve some collecting of specimens and visits to observe certain mammals in their natural habitat. Individual research in gathering data on selected species.

WLF 1111 Pollution 2 3 3

Deals with the environmental problems of air, water, chemicals, and wastes as related to animals, plants, and land.

WLF 1120 Game Laws 1 0 1

A study of the laws governing the hunting and mounting of fish, fowl and mammals both on the state and national level.

WLF 1121 Ecology 1 0 1

Acquaints the student with the interrelationship of the various species of wildlife to the environment, both plant and animal form.

WLF 1122 Preservation of Species 1 0 1

A study in the ways of protecting endangered species to include the concept of balance of nature and the dependency of one species upon another.

Adult Continuing Education

ADULT CONTINUING EDUCATION

The primary goal of Piedmont Tech is to offer every individual an opportunity to develop to his maximum potential in those vocational and cultural areas which he desires. A second goal of the Institute is to provide service to area industries, businesses, and public agencies by providing training for employees.

To accomplish these adult continuing education goals Piedmont Technical Institute offers an increasing variety of courses and programs. The development of adult continuing education programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interests.

Student involvment in adult continuing education programs will provide opportunities for:

1. Obtaining pre-employment training to prepare for an occupation.
2. Upgrading and updating job skills in order to improve competence and increase opportunities for advancement.
3. Completing high school education.
4. Improving personal and family life.
5. Developing hobbies and skills for enrichment of leisure-time activities.
6. Acquiring specific skills that might lead to full-time or part-time vocations.

GENERAL INFORMATION

Admission	Any adult 18 years of age or older who is not enrolled in the public schools is eligible to enroll in an adult continuing education course.
Fees	In addition to a nominal cost for materials there is a registration fee of $2.00 for each adult continuing education course. The Adult Driver Education Program includes an enrollment fee of $16.00. Recreational courses are self-supporting in that course costs are paid by student enrollment fees.

Enrollment	Prospective students may call, visit, or write the Adult Continuing Education Division, Piedmont Tech, to preregister. They may also register for classes by attending the first session.
Length of Courses	Length of each course is usually 11 weeks; however, length depends upon the complexity of each individual course.
Class Meeting Times	Class meeting times are generally held in the evenings and may occur once or twice a week. Some course offerings are available during daytime hours.
Class Location	The majority of adult continuing education classes are held at Person Senior High School. Classes are also offered at Allensville School, Mt. Tirzah School, and Bushy Fork School. Classes may be organized in any community whenever class members indicate an interest and a qualified instructor is available.
Announcements Concerning Classes	Piedmont Tech will notify individuals who have previously shown interest in specific courses. Information about classes is released each quarter through local news media.
Courses Offered	A partial listing of course offerings is included in this catalog; however, if 12 or more people are interested in a subject not listed and there is a qualified instructor available, Piedmont Technical Institute will make every effort to offer the course.
Certificates	A certificate may be awarded to each student upon request if he successfully completes a course by meeting attendance requirements and demonstrating satisfactory progress in the opinion of the instructor.
Class Schedules	Once established, the schedule of a course cannot be altered except by the approval of the Dean of Adult Continuing Education.
Class Termination	If enrollment in a particular class drops to six (6) or less, the class may be terminated.
Class Cancellation	If weather conditions are sufficiently severe to cause hazardous driving conditions, classes may be cancelled. Students

	will be notified of cancellations by instructor and local radio.
Building Regulations	NO SMOKING or eating is allowed in the classrooms. Violation of this ruling will subject a student to dismissal by the instructor. Each student will be expected to conduct himself in an adult manner in order to perpetrate the learning process. Regulation of student behavior will be left to the discretion of the instructor.
Attendance	A minimum enrollment of 12 persons is needed to conduct a class. Adults are expected to attend classes regularly. Attendance records are maintained by instructors.

HUMAN RESOURCE DEVELOPMENT PROGRAM

Operating under a federal-state grant, Piedmont Technical Institute provides a special program for training unemployed and underemployed persons in the necessary basic skills for finding and holding full-time jobs. The Program of Educational Opportunity to Prepare for Lasting Employment (P.E.O.P.L.E.) is offered in eight-week cycles which operate continuously, rather than with the regular Piedmont Tech schedule.

Students enrolled in the P.E.O.P.L.E. program meet five days per week for six hours per day. One half of the class day is devoted toward upgrading each student's communication and computation skills. Efforts to improve the students' skills in human relations which are necessary for finding and holding full-time jobs are the subject of the second half of the class day. As part of the program students tour factories and meet and talk with potential employers.

Persons interested in Program of Educational Opportunity to Prepare for Lasting Employment should contact the P.E.O.P.L.E. recruiter at 599–1181.

A PARTIAL LISTING OF COURSES AVAILABLE

ACADEMIC COURSES

Adult High School Diploma Program

This program is for mature adults who want to finish high school. Piedmont Technical Institute offers this program in cooperation with the local public schools. Students in the Adult High School Diploma Program must be 18 years or older and not currently enrolled in any public school. Exceptions may be made in the case of dropouts who for various reasons were unable to complete their high school work. In these cases special permission must be granted by the superintendent of the local school. Students in this category must be at least 16 years of age.

Courses for this program are offered at the Learning Resource Center of Piedmont Technical Institute day and evening and are presently being implemented at the Allensville School, Bushy Fork School, and Mt. Tirzah School with instructional materials for these classes furnished by the Institute. Students will be given credit for courses passed in public schools and must show proficiency in the following areas to be recommended for the Adult High School Diploma:

Reading
English (four levels)
Mathematics
General Science
Social Studies
Biology

General Educational Development (GED)

Piedmont Technical Institute has been designated as an official testing center for the General Educational Development Tests. To adults who did not previously complete high school, the North Carolina Department of Public Instruction will issue a "Certificate of High-School Equivalency" when they meet the following requirements:

1. Make a standard score of 35 or above on each of the five tests and an average standard score of 45 on all five tests.
2. Be nineteen years of age or older (a person 18 years of age may take the tests, provided he has not been enrolled in public school for six months).
3. Make application for tests on official application blanks that are available at Piedmont Technical Institute.
4. Pay a testing fee of $3.00.

Preparation for taking the test can be made through the Learning Resource Center or the Adult High School or Adult Basic Education classes.

Tests are given by appointment only throughout the year. Interested persons should contact the learning lab coordinator in the Learning Resource Center.

Adult Basic Education

This program is for adults who have not completed grades 1 through 8. Piedmont Technical Institute offers free classes in reading, writing, mathematics, science, and social studies. The Adult Basic Education Program is offered through the Learning Resource Center of Piedmont Technical Institute, Allensville School, Mt. Tirzah School, Bushy Fork School, and in Roxboro at Burch Avenue and South Main Street. Adult basic education classes may be started at other areas if there are enough students and suitable classroom space. New adult basic education classes may be started if there are at least 10 students. Instructional materials for these classes will be furnished by Piedmont Technical Institute.

ARTS AND CRAFTS

Drawing	Concepts covering pencil, charcoal, and pen-and-ink projects with emphasis on shadowing, use of pastels and other colors, figure drawing, still life, and dimensional art.
Plaster Craft	Basic course in the art of painting and decorating art plaster plaques and figurines. Includes techniques in acrylic painting, staining, finger painting and "art transfer."
Ceramics	Basic course in the art of making ceramic articles, including cleaning, glazing, staining, and various painting techniques.
Crocheting	Study of the basic procedures of crocheting, including the construction of articles from start to finish.
Decoupage	Carving, cutting, and edging of paper cutouts for placement on many types of decorative objects.
Interior Design	Use of color and design in fabrics, floor coverings, and accessories; furniture styles, room arrangements; and current trends.
Home Sewing	For beginning sewing students. Includes pattern and fabric selection, use of the machine, sewing techniques, fitting and pressing of garment.
Advanced Sewing	Study of advanced sewing techniques. Includes pattern design, insertion of zippers, and advanced construction of garments.
Stretch Sewing I	Instruction in special techniques in sewing with knit fabrics. Includes pattern fitting and design, as well as many time-saving construction techniques and decorative ideas.
Stretch Sewing II	Emphasis is placed on creative and detailed knit projects such as lingerie, necklines, collars, and skirts.

NEW AND EXPANDING INDUSTRY

In order to aid in the creation of new jobs, Piedmont Technical Institute provides a training service for new and expanding industries in the area. In cooperation with the Industrial Services Division of the North Carolina Community Colleges, Piedmont Technical Institute will help design and administer special programs for training production manpower required by new and expanding industries, thereby creating new jobs in the area.

MANAGEMENT DEVELOPMENT PROGRAM FOR BUSINESS AND INDUSTRY

Job Relations Training	This course is concerned with the fundamentals of human relations. The course content is divided into five distinct sections, which include the foundations of human relations, bases for decisions, the four-step problem-solving methods, taking preventive action, and the importance of getting the facts.
Motion and Time Study	Designed to give the supervisor certain basic information and knowledge which will help him understand and appreciate the importance of motion and time-study principles, and will enable him to initiate and carry out simple time and motion studies.
Retail Sales Development	Designed to help the salesperson develop effective methods of approaching customers, presenting and closing sales, and maintaining sound customer relations.
Principles of Supervision	Includes fundamentals of supervision, relationships on the job, communications, how to train employees, performance and job evaluation, job management, and work improvement.

BUSINESS AND OFFICE SKILLS

Real Estate Fundamentals	A survey course for the beginner and real estate practitioner providing basic knowledge of real-estate. Includes the principles involved in real estate, finance brokerage, appraising, real pro-

	perty law, and mechanics of closing the sale of real estate. The course is designed to assist the student in passing the North Carolina Real Estate Licensing Examination.
Public Speaking	Theory and practive in the art of effective speaking. Information on methods of planning and presenting the talk, with emphasis on the dynamics of public speaking.
Business Law	Fundamentals and principles of business law, including legal rights and duties, contracts, statutes of limitation, bankruptcy, and statutes of fraud.
Stocks and Bonds	Includes theory of financial planning, operation of stock exchanges, analysis of financial statement, technical analysis of the stock market, and use of stocks in a portfolio.

HEALTH AND SAFETY OCCUPATIONS

Ambulance Attendant	Study of principles of administering emergency aid to victims; transportation of the sick or injured; and applying splints and dressings, along with resuscitation techniques.
Home Nursing Aide	Includes training in nursing skills for persons who care for the sick and elderly in private homes.
First Aid	Standard 10-hour Red Cross First Aid Training
Hospital Housekeeping	Trains personnel who are responsible for keeping a hospital clean and sanitary. Basic problems of hospital housekeeping are covered, with a breakdown of what should be done daily and what can only be done periodically, with emphasis on techniques for doing the job more effectively and with maximum efficiency.
Adult Driver Education	Complete training in traffic laws and enforcement, proper methods of automobile operation, driving in traffic with the instructor in a dual-control car to develop abilities needed to follow the safest course of action in responding to complex situations. Also considers both the typical and ideal mental and physical characteristics of drivers.

Driver Safety	A study of the dangers in driving under the influence of alcohol, with emphasis on rehabilitating persons who have been convicted of this offense. Discussion by experts on the drinking problem and its social, legal, and medical aspects. This program is a part of the Governor's Highway Safety Program.

FIRE SERVICE TRAINING

Introduction to Firefighting	A course for new fire departments, where firemen must be trained for service as quickly as possible, and for departments which have been active not more than two years and have had no formal training.
Firefighting Procedures	Study of response to a fire, determination of situation, and plan of operation. Includes a demonstration of many firefighting techniques which may be used at different fire situations.
Fire Stream Practices	Information on efficient service of pumps, hoses, and nozzles. Covers specific firestream requirements and methods of calculating fire streams.
Arson Detection	Instruction in recognizing arson and unlawful burnings, preserving and presenting evidence, laws concerning these crimes, and responsibility of the fireman to detect arson.
Fire Apparatus Practices	A guide for the proper care and operating practices of motorized fire apparatus. Course covers fire apparatus requirements, equipment (pumpers and aerial ladders), caring for fire apparatus, and operation of pumpers.

POLICE SCIENCE

Firearms Training	Course covers firearms safety and firearms proficiency with the revolver, shotgun, rifle, or gas gun, with some emphasis placed on gas grenades and projectiles.
Defensive Tactics	Techniques and methods of subduing persons , with emphasis on the self-protection of the law-enforcement officer.

Coping with the Drinking Driver	This one-day course is designed for the arresting officer in the field and includes alcohol involvement in traffic accidents, legal aspects, detection of drivers who are under the influence of alcohol, scientific aids available after the arrest, and presentation in court.
Drugs and Law Enforcement	Deals with narcotics and drug laws, recognition of various types of narcotics and drugs, investigation techniques, interviews and interrogation, development and managing informants, methods of concealment, modus operandi of pushers, dealers, and traffickers.

HOSPITALITY TRAINING

Nutrition and Menu Planning	Study of dietary needs and nutrition values of foods, practical planning of balanced diets, and menus.
Customer Relations	Designed to help the individual improve customer relations and develop a clientele through the better understanding of the customer.
Food and Beverage Controls	A basic course outlining the essential principles and procedures of effective food and beverage control. Gives the student sufficient information to grasp these principles and adapt them to any food and beverage operation.
Dining Room Service	Responsibilities of a waiter or waitress with emphasis on the employee's becoming a dignified sales person in the food-service industry. The course is designed to help the waiter or waitress, develop the knowledge and attitudes necessary to render effective service.
Supervisory Development	Provides information, tools, and techniques through which may be developed more management-minded, customer-oriented, cost-conscious department heads; makes more effective use of available manpower, and fosters a sense of belonging among department heads and employees.

OCCUPATIONAL EXTENSION

Cabinet Making	Use of hand tools and woodworking machines; procedures for construction of cabinets for home use.
Brick Masonry	Includes laying foundations, laying bricks in a line, use of tools, and study of basic bricklaying skills.
Machine-Shop Practices	Basic machine-shop practices through practical application including safety procedures, layout work, machine operations, and utilization and care of hand tools.
Blueprint Reading	Study of reading and interpreting blueprints for building trades, machine trades, plumbing, electrical, and many other trades.
Small Engine Repair	Fundamentals of gas-operated engine operation. Includes repairing and servicing of small engines, such as lawn mowers and outboard engines.
Basic Taxidermy	Course in the preparation of fish, fowl, and other game into permanent lifelike mountings. Includes the preparation of the skin, construction of the specimen's form, and detailed painting to restore natural colors.
Photography	Study of adjustable lens, twin-reflex cameras, and extensive practice in developing home-camera and 35-mm camera film.
Beginning Welding	Course in fundamentals of shop safety, shop practices, and tools and welding machine use and care. Study of welding theory, techniques, and machines, as well as proper application of techniques.
Upholstery	Instruction in the practical techniques of covering furniture frames with fabrics by the use of hand tools.

COMMUNITY SERVICE PROGRAMS

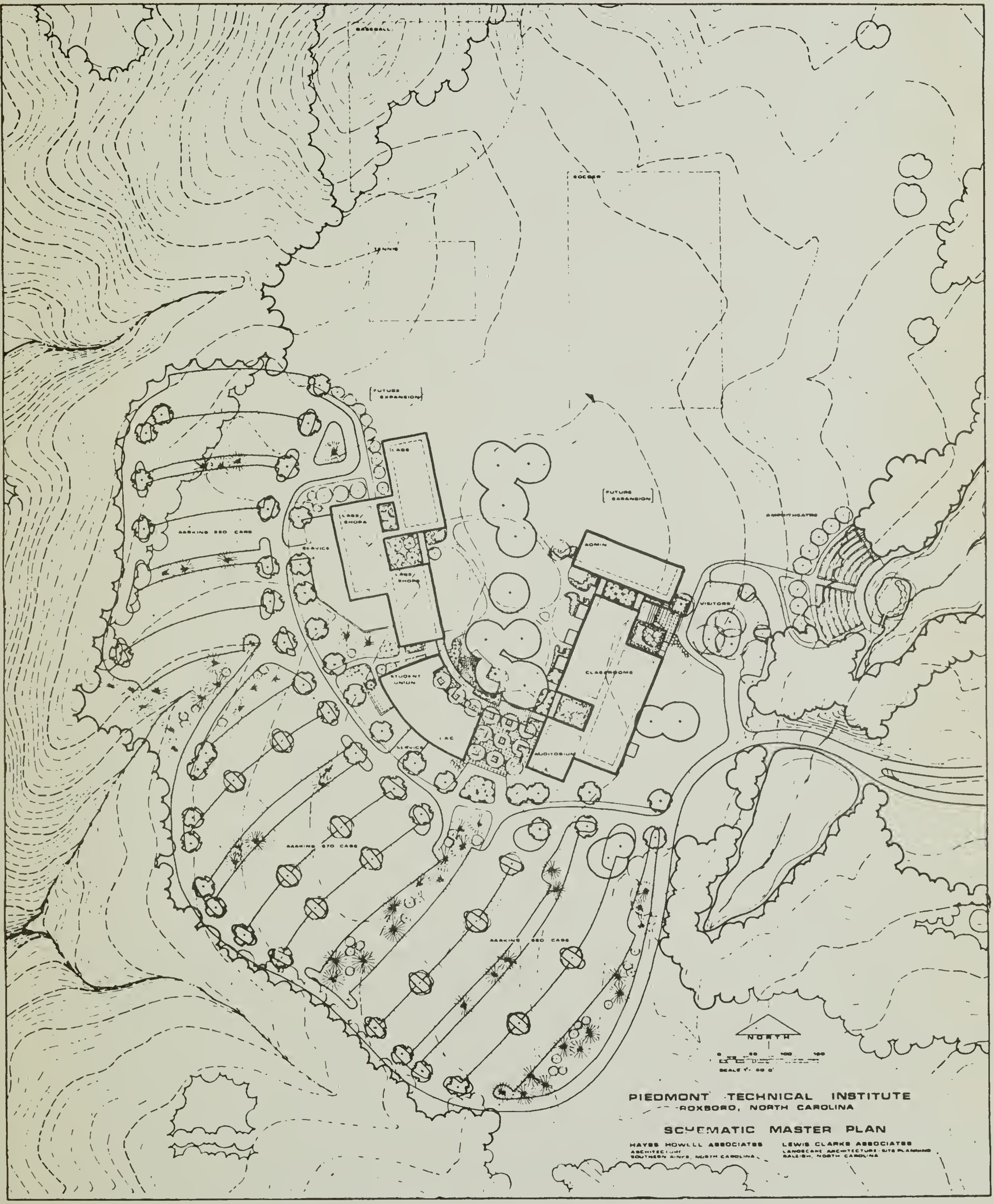
Industrial and Business Conference on Problem Drinking	Identification of personal problems of employees that have a direct effect upon their job performance. Consultation and suggested remedies, which may include treatment and/or intensive counseling.
Shoplifting Prevention	A study of shoplifter behavior and concealment of articles, methods of detection, and economic loss to business.
Choral Groups	Study and practice in fundamentals involved in group singing. Designed for persons who perform or wish to perform in choral groups.

RECREATIONAL

(Self-Supporting)

Slimnastics	A course in exercising designed to help female adults toward physical fitness. Students participate in various calisthenics and gymnastic exercises.
Karate	Theory of the Shotokan style of karate, including basic kicks, punches, blocks, and combination self-defense techniques, as well as free-style fighting. Prepares the student for reactions and control in a dangerous situation, along with the building of self-confidence. Also prepares the student for belt-promotion tests.

OUR CAMPUS 1976



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